

UDC MANAGEMENT - JOB DESCRIPTIONS AND PERSON SPECIFICATION

JOB TITLE	DIRECTOR INTERNAL AUDIT
REPORTS TO	UDC Board of Directors & Executive Director
PURPOSE OF THE JOB	Lead the Corporation's Internal Audit function in providing strategic direction and quality assurance to ensure sound reasonable assurance to management, compliance and value for money. The Office holder will also be responsible for preparation and implementation of a risk based audit plan that will provide reasonable assurance to the Board and Management that UDC's risk management, governance and internal controls processes are adequate and operating effectively by developing an integrated audit framework.
MAIN DUTIES	<ul style="list-style-type: none"> • Develop or update Internal Audit policies and put in place appropriate standards and procedures to guide internal audit department. • Develop annual risk based audit plans detailing the scope, nature and timing of audit activities that will ensure audit resources are efficiently and effectively utilized. • Develop internal audit strategy, budgets and annual plans for the department • Plan, coordinate, conduct and supervise the planning and execution of periodic risk based internal audit assignments and share key results with respective departments. • Design internal audit procedures and work programmes • Draft, review audit reports and ensure they are timely submitted to Management and the Audit & Risk Committee of the board of the Corporation. • Regularly assess and report on the adequacy of key internal systems and controls of the corporation and ensure they are adequate and working. • Keep the Board Audit & Risk committee and Management up-to-date on the laws, policies and standards and other important information that have come up so that they can effectively deliver on their mandate. • Prepare periodic reports to the Audit & Risk Committee on progress against the annual audit plan and any changes/deviations from plan. • Manage performance of the Internal Audit staff and ensure they are properly supervised, guided, motivated and trained in line with the audit department training needs.

	<ul style="list-style-type: none"> • Ensure the independence and objectivity of the internal audit department to see that it adds value to the Corporation. • Identify key areas of risk within the Corporation and propose appropriate controls to mitigate the risks • Monitor and assess implementation of the Management Action recommended in the audit reports. • Assess, evaluate, and promote compliance to UDC internal policies • Conduct ad-hoc audits or investigations and reviews as requested by Management or the Board • Co-ordinate external audits • Attend & participate in meetings of the Audit and Risk Committee of the Board • Perform any other duties that may be assigned by the Board Audit & Risk Committee and Management
<p>PERSON SPECIFICATION S(1) (Qualifications & Experience)</p>	<ul style="list-style-type: none"> • Honors Bachelors’ degree in Commerce (Accounting), Business Administration (Accounting), or Finance (Accounting), and • Full professional qualifications in either ACCA, CPA, CIA or CIMA • Membership to Institute of Internal Auditors (IIA) • Membership to Institute of Certified Public Accountants of Uganda (ICPAU) • Masters’ degree in Finance, Accounting or Business Administration an added advantage • Additional training in Risk Management is an added advantage • A minimum working experience of eight (10) years, three (5) of which should have been served as Head of Internal Auditor in government or public institution or an equivalent level of experience of audit work from a reputable organization
<p>PERSON SPECIFICATION S(2) (Skill & Abilities)</p>	<ul style="list-style-type: none"> • Demonstrated high integrity, independence, objectivity, confidentiality and professionalism. • Proficiency in computer applications • Ability to work under pressure • Excellent oral and written communication • Excellent report writing and presentation skills • Attention to detail and good analytical skills • Excellent understanding of standards of Institute of Internal Auditors (IIA) • Excellent leadership and supervisory skills

