

THE CHARTERED INSTITUTE OF TAXATION OF NIGERIA (CITN)
(Chartered by Act No. 76 of 1992)



VACANCY! VACANCY!! VACANCY!!!

VACANT POSITION: HEAD, INTERNAL AUDIT, SYSTEM & CONTROL

The ideal person will plan and conduct operational, financial and compliance audits to evaluate the effectiveness of internal controls. Determine compliance with policies, procedures, and regulations of Council while also making written recommendations to Internal Audit and control Sub-Committee of F&GPC to increase efficiency and/or effectiveness of the control systems of functions reviewed. Performs special investigations as requested by the Audit Sub-Committee of F&GPC and consults with administrators, faculty and staff at all levels to promote good corporate governance and sound business practices.

LOCATION

Alausa, Lagos. Nigeria

JOB DESCRIPTION

KEY RESPONSIBILITIES

Reports to: Registrar/Chief Executive

Directly supervises: A team of officers

KEY TASKS

- Reviewing and appraising the soundness, adequacy, and application of accounting, financial and other operating controls, and promoting effective control at reasonable cost;
- Conducting risk assessments for, and the development of, annual internal audit plans
- Reviewing, documenting and monitoring compliance with disaster recovery plans
- Ability to influence people and operations to achieve audit/assignment objectives within budget.
- Assessing, recording and investigating exception reports.
- Monitoring and documenting compliance with IT systems procedures and policies.
- Investigating and documenting possible attacks on the integrity of the system.
- Evaluating all computer/transaction processing related risks of the Institute's Activities.
- Ensuring that Members of Staff Adhere strictly to Unified Payment's computer security procedures.
- Evaluation of regulatory compliance in consultation with legal advisers and the external auditors.

- Review, document and monitor compliance with security provisions and operating procedures of the Institute's activities.
- Review, document and monitor compliance with transaction processing procedure.
- Assist in the setup of Internal Control processes for areas of assigned responsibility
- Co-ordinate the asset verification exercise of the Institute on regular and consistent basis.
- Expense review & approvals, Budget reviews & monitoring, and salary process review and report.
- Ensures timeliness in submission and reconciliation of accounts of all programmes.
- Review of existing procedures and policies and recommendation of update to capture changes in the system.
- Coordinating and reporting to management on Customer Satisfaction Survey.
- Define and monitor internal performance parameter of all subsidiaries based on Management report.
- Carrying out other delegated duties that may be assigned to him by the Registrar/Chief Executive and Internal Audit & Control Sub-Committee of F&GPC

KEY COMPETENCY REQUIREMENTS

Knowledge/Experience

- Good knowledge of Accounting and Financial Audit
- Good knowledge of Enterprise Risk Management
- Good knowledge of IT Audit
- Must have a minimum of 5 years' experience in core financial, Audit, Risk management, System Audit in any of Financial, Manufacture or consulting sectors of which at least 2 years must have been in managerial position.

Skill/Competencies

- Numerate, analytical, high attention to detail, able to prioritize
- Ability to deal with sensitive and confidential issues using developed discretion and judgment, while maintaining independence and objectivity
- Ability to influence people and operations to achieve audit/assignment objectives within budget
- Ability to combine strong analytical skills with business knowledge
- Excellence in planning and execution
- Results oriented
- Ability to develop and evolve long-term strategies while driving tactical projects
- Comfortable in a fast paced environment

Education & Professional Qualifications:

- ◆ HND/First degree in Accounting or any of the social sciences
- ◆ ACTI
- ◆ ACA/CNA
- ◆ MBA and/or other related Professional Certification would be an added advantage

Remuneration:-

Very attractive and comparable with what obtains in similar Organization

Applications from interested applicants, which must include detailed curriculum vitae, should be mailed to recruitment@citn.org **on or before Wednesday, October 9, 2013**

Please, note that only short-listed candidates would be contacted for Interview.