JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1 Job title: Supervisor- Audit

A2 Department/Programme: Audit

A3 Section / projects Audit

A4 Reports to (position): Manager Internal Audit

A5 Supervises (Name of Positions): Senior Assistant -Audit

B JOB DESCRIPTION

B1 Overall purpose of the job.

Ensuring that Payments or Revenues are within the financial rules of the company and all necessary documents Should be supporting all the expenses.

B2. Key Responsibilities

- Checking arithmetic accuracy of transactions and coding of accounts in accordance with the chart of accounts.
- Checking on the balance of suppliers and customers and ensuring that they agreement with the statements.
- Occasionally carrying out investigations on specific assignments of suspected cases of fraud and making reports or recommendations to the deputy Manager- Internal Audit or other superiors as soon as possible.
- Checking on Out growers' records and their reconciliation statement
- Reconciliation VAT, PAYE, Withholding TAX and Nssf
- Checking all employees; files and auditing all labour procedures from Financial point of view.
- Audit Various analysis books ledgers, bankbooks sales, purchase etc
- Checking cash payment Vouchers, bank Payments Vouchers and Journal vouchers
- Under taking Radom physical stock counts of score.
- Checking stores purchases physically, Verifying the items and handling vouching for invoice indent, purchase order and goods received. Note (GRNS)
- Verification of final dues for employees who have been retired from company services

JOB DESCRIPTION

Other Duties: conducts similar duties as he/she deems fit for the proper execution of his duties, and duties as assigned by Manager Internal audit

C Knowledge, qualifications & Experience

C1.1 Education:

- Bachelors in Accounting & Finance, Bachelors of Commerce, CPA qualifications at least at level two from recognised institution, ACCA qualifications at least level two is an added advantage.

C2.2: Experience, Skills and Competences~

Minimum of Three years of relevant practical experience in the related field.

SPECIFIC KNOWLEDGE/SKILLS:

In-depth accounts knowledge, knowledgeable in physical stock verification, good analytical skills, numerate and accurate with figures, conversant in computerized accounts, good supervisory skills, good communication and interpersonal skills.

SIGNATURES:

Job Holder (name): .....

Sign:..... Date:.....

Line Supervisor (name): .....

Sign: …… Date: ……