

# ENVIRONMENTAL PROTECTION AGENCY



## Job Description

Job Title: Internal Auditor  
Reports to: Executive Director  
Division: Administration  
Overall objective: To provide independent assurance that the Agency's governance, management and internal control processes are operating effectively and efficiently.

## Duties and responsibilities

The Internal Auditor will be responsible for:

1. Determining internal audit scope and developing annual plans.
2. Acting as an objective source of independent advice to ensure legality and goal achievement.
3. Determining compliance with policies, procedures and laws.
4. Identifying loopholes and making the necessary recommendations on risk aversion and cost savings.
5. Documenting processes of auditing and preparing comprehensive reports to highlight findings.
6. Performing risk assessments on key business activities and using this information to guide what to cover in audits.
7. Conducting follow-up audits to monitor management's interventions.
8. Any other related duties that may be assigned by the Executive Director, or any other duly authorized individual from time to time.

## Job Specification:

The incumbent should possess a minimum of a B.Sc. in Accounting, Finance or a related field with at least three (3) years experience in a similar capacity.

He/she must have advanced computer skills in Microsoft Office, Accounting Software and data bases.

## **Communication, influence and motivation**

He/she must be able to maintain good relationships with staff of the EPA and members of the public. Additionally, the following are necessary for the position:

- Proven knowledge of accounting standards and procedures, laws, rules and regulations.
- Excellent analytical skills and ability to pay keen attention to details.
- Ability to manipulate large amounts of data and compile detailed reports.