



FORUM FOR WOMEN IN DEMOCRACY

RECRUITMENT OF AN INTERNAL AUDITOR

Job : Internal Auditor
Location: Kampala, Uganda
Reporting to: FOWODE Board of Directors

Purpose of the Job

Forum for Women in Democracy (FOWODE) is a national women's rights non-governmental organization based in Kampala. FOWODE wishes to add to her team a competent, results oriented, proactive and self-driven individual and is seeking applications to fill the post of Internal Auditor. The Internal Audit function is contractual and is not on permanent basis.

The Internal Audit function is an independent and objective assurance and consulting activity intended to add value and improve on the quality of financial management operations by bringing a systematic approach to the effectiveness of risk management and adequacy of the Organization's internal controls.

Duties and Responsibilities

1. Assess accountabilities and identify existing gaps.
2. Assess the procurement methods used to ensure they conform to standard procurement procedures.
3. Identify any areas of conflict of interest.
4. Assess risks and methods in place for mitigation by the organisation and advise accordingly.
5. Advise on any other areas that require improvement.
6. Assess the data and information storage of the organisation and how it is archived.
7. Assess the level of achievement of established strategic and operational goals and objectives.
8. Assess the compliance of the organization with Laws and Regulations and Policies.
9. Conduct an Audit designed to detect fraud, theft, misuse of resources and irregularities.
10. Conduct investigations into any matter or activity affecting the probity, interest and operating efficiency of the organization.
11. Assist the Board by effectively furnishing them with analyses, recommendations, and information concerning the activities reviewed.

12. Review the Internal Control processes and give recommendations to strengthen the internal controls in place.

Qualifications, skills and experience

- The applicant should hold a University degree (Master's degree or equivalent) in Accounts, Finance, audit, business management, commerce or related field.
- Certification such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or equivalent is desirable.
- At least five years of internal audit working experience with three years specifically in Internal Audit in a non-governmental organisation (NGO). Professional internal auditing experience in auditing donor funded projects is highly desirable.
- Proven knowledge of auditing standards, procedures, regulations and accounting standards with sound independent judgment.
- Tactful and balanced approach in dealing with audit matters.
- Experience in risk management and fraud investigations.
- Advanced computer skills in MS Office and familiar with using accounting software.
- Ability to analyze and manipulate large amounts of data and to compile detailed reports.
- Strong leadership and decision-making skills with a high level of attention to detail and excellent team building and mentorship skills.
- High level of integrity and objectivity.

To Apply

The deadline for submission of expressions of interest is 31th August 2023.

Please address your expressions of interest to:

**The Executive Director
FORUM FOR WOMEN IN DEMOCRACY (FOWODE)
Plot 15 Vubya Close, Ntinda-Nakawa Road
P. O. BOX 7176, Kampala, Uganda**

Or submit via email to fowode@fowode.org

We appreciate your interest to work with FOWODE. However, we regret that only shortlisted candidates will be contacted.