

DEADLINE TO APPLY  
FRIDAY 16TH MAY, 2025



# We're Hiring!

## Internal Audit Assistant

### DUTIES/RESPONSIBILITIES

- Conduct assigned audits.
- Conduct follow-up audits to ascertain that recommendations made were implemented by Management.
- Conduct spot checks.
- Conduct ad hoc investigations as requested.
- Complete all assigned duties within the given deadlines.
- Design Audit Work Programs for the audits that are to be done.
- Conduct research.
- Prepare Audit Reports in the prescribed format based on Audit Findings.
- Compile and file Work Papers.
- Follow up on the return of Audit Reports from Managers.
- Provide updates to the Senior Internal Auditor when required.
- Provide monthly updates to the Senior Internal Auditor.
- Maintain open communication with Management on Audit Findings.
- Interact positively and strategically with staff to obtain the necessary information needed to complete the audits.
- Identify risks and recommend risk aversion and cost saving measures to improve efficiency.
- Any other duties may be assigned from time to time.

### REQUIREMENTS

- ▶ An associate's degree in Accounting or a related field.
- ▶ Excellent oral and written communication skills.
- ▶ Detail oriented, organized, and methodical in approach.
- ▶ Strong analytical skills.
- ▶ Competency in MS Office.
- ▶ Exercise sound and independent judgment.
- ▶ Work on own initiative.
- ▶ Able to work independently and/or as a member of a team.
- ▶ Ability to work with minimal supervision.
- ▶ Confidential.
- ▶ Deadline oriented.
- ▶ Ability to perform filing and record keeping tasks.
- ▶ Work flexible hours to complete assigned tasks.

RESUME & APPLICATION LETTER  
MUST BE SUBMITTED TO  
HR DEPARTMENT AT [HR@SKELEC.KN](mailto:HR@SKELEC.KN)