



Internal Auditor officer at Tindwa Medical and Health Service

Position: Internal Auditor officer

Tindwa Medical and Health Service

Dar es Salaam

Reports To : Managing Director

Date : 28th August ,2024.

Job Summary:

As Internal Auditor, he/she will be responsible to examine and analyze company records and financial documents. He/she will also identify issues like compliance concerns, risks, fraud, and data inaccuracies. Therefore, he/she will ensure the Company has accurate accounting throughout the year and all other accounting teams follow proper procedures and that all accounts are updated and accurate.

Duties and Responsibilities:

- Performing the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Determining internal audit scope and developing annual plans
- Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc
- Prepare and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify loopholes and recommend risk aversion measures and cost savings
- Maintain open communication with management and audit committee
- Document process and prepare audit findings memorandum
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards
- Perform other duties as assigned.

Minimum Required Qualifications

- Minimum 3 years proven working experience as Internal Auditor.
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data and to compile detailed reports
- Proven knowledge of auditing standards and procedures, laws, rules and regulations
- High attention to detail and excellent analytical skills
- Sound independent judgement
- BS degree in Accounting or Finance
- Professional certification of CPA(T), or equivalent experience, or working towards a professional certification is required.

APPLICATION PROCEDURE

Interested applicants are required to submit a cover letter with current CV for consideration to: recruitment@tmhstz.com