



## OUR CLIENT

Our client, a leading financial services company in Nigeria commenced operations over 20 years ago. Our client is licensed by the Central Bank of Nigeria as a finance company. Our client has been providing value added lease financing services to reputable companies across different sectors of the economy. With over N2.2 billion in assets, the company is a driven organization uniquely poised for growth. As a world class organization, it adopts only international best practices in its business operations.

## BACKGROUND

To further achieve the aforementioned objective, our client has identified the urgent need to recruit a competent and suitably qualified individual to fill the position of **Head of Internal Audit & Control**. This is a unique and rewarding opportunity for an exceptional, highly motivated, energetic and result-oriented individual with strong interpersonal skills, independent judgment, utmost professionalism and ability to balance both strategic and tactical actions.

## ROLE PROFILE

This position is a career opportunity for someone with extensive experience and a proven ability to operate effectively within the Internal Control & Audit function of a leading financial services company in Nigeria.

<b>Division</b>	Internal Audit & Control
<b>Job Title</b>	Head of Internal Audit & Control
<b>Reports to</b>	Group Managing Director / CEO
<b>Location</b>	Lagos, Nigeria
<b>Supervises</b>	Internal Control & Audit Department

## Job Description

The successful candidate will be directly responsible for the overall administration, coordination and evaluation of the internal controls and audit function.

## Responsibilities

- i. Ascertaining and assessing the soundness of accounting and financial controls and procedures
- ii. Assessment of accuracy, timeliness and relevance of management information
- iii. Appraising the efficiency of established policies and procedures, reviewing them in the light of changing circumstances
- iv. To ensure that Internal Control checks are carried out on all pre-disbursement transactions
- v. To carry out Audit daily, weekly, monthly and quarterly basis as stipulated in the Audit department time table.

**Frequency**

<b>Roles&amp; Responsibilities</b>	<b>Ad-Hoc</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>
Give a comprehensive report on Audit carried out and proffer immediate solution.					✓
Carry out pre and post transaction Audit through the Audit checklist on daily basis.		✓			
Deliver quarterly reports on changes to be made to Audit program and duties.					✓
Conduct Audit to identify business risk areas and give recommendation on weakness identified.					✓
Ensure timely processing of new transaction files in accordance with the process flow manual.		✓			
Conduct proactive and informed investigations and proffer solutions. Zero issues attainment.		✓			
Conduct satisfactory Audit programs and deal with all issues.					✓
Develop Interpersonal skills, business awareness and Audit skills.	✓				
Maintain customer relations & going the extra-miles.	✓				

**Key Performance Indicators**

- Internal Auditor Interview Skills
- Timely completion of Audit plan
- % Audit plan completed within a stipulated time
- Recommendations Accepted and Implemented
- Internal Audit Budget
- Conformance with Policies and Procedures
- Conformance with Professional Standards
- Level of management satisfaction
- Delivery of operations in accordance to approved budget
- Systemic audit issues identified

**Behavioural & Skill Competencies**

- Internal Auditor Interview Skills



- Strong Analytical Skills
- Testing and Analysis Skills
- Recommending Results and Corrective Actions
- Internal Auditor Communication Skills
- Internal Auditor Negotiation Skills
- Internal Auditor Documentation Skills
- Excellent communication skills both in verbal and written forms
- People Skills
- Must also have a good grasp and understanding of company internal operations and procedures
- Strategic thinking
- Leadership skills

### **Qualification / Experience**

- Bachelor's degree in Finance, or any other related field;
- Minimum of 8 years' experience.
- Demonstrated skills, knowledge and experience in auditing; internal audit standards, ethics & fraud awareness;
- Commitment to working with shared leadership and in cross-functional teams;

You will be offered an attractive compensation and benefits package.

To indicate your interest, please visit our [website](#) to download and complete a [candidate questionnaire](#) and send along with a copy of your updated resume to [hello@talentstoneafrica.com](mailto:hello@talentstoneafrica.com) cc: [research@talentstonefinance.com](mailto:research@talentstonefinance.com)