

Internal Audit Manager

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Company: BusinessGhana

Location: Tema

Category: business-and-financial-operations

Masters in Accounting or Finance or related field

The services of an Internal Audit Officer is required **immediately** to start work. **The right candidate should be living in Tema, or locations very close to Tema. This is very important.**

THE NEED TO FILL THIS ROLE IS IMMEDIATE

Candidates must have the following:

Assist to develop the organization's yearly audit plan

Handle audit assignments, review all paperwork and audit reports

Review the reports that were prepared by other auditors

Initiate different project planning and help to assess risk

Develop audit direction for the rest of the auditors in the organization

Provide leadership to other auditors on various assigned tasks and ensure satisfactory outcomes

Perform different audit tasks which include preparation, paperwork, and other associated reports

Help to verify the exactness of different financial situations as they relate to liabilities, assets, expenditures, receipts, and other transactions

Take part in the coordination of audit assignments and ensure good interactions with the administrators, staff, external auditors and law enforcement agencies

Participate in the development and implementation of policies by providing short and long-term planning

Recommend different methods that could help to enhance and improve control procedures

Work with the management to resolve issues that may have been identified through audit findings

Conduct follow-up on all the different audit assignments given to other auditors

Make a research on the latest trends and other issues relating to the industry

Guide and advise the team in the organization to ensure that the development and processes adopted are legal, and work to achieve a wide range of organizational goals

Ensure proper documentation of the results of the audit evaluations

Plan and allocate resources and staff in accordance with their skills and schedules

Ensure that audit software are up-to-date

Perform other related assignments as assigned by the management.

Requirements – Skills, Abilities, and Knowledge – For Internal Audit Manager Role

Bachelor's degree in Accounting, Accountancy, or Finance

Strong knowledge of standards, procedures, and general auditing policies

Possess great interest in working with different people

Strong ability to supervise and train employees, including organizing, prioritizing, and scheduling of work assignments

Effective and explicit communication skills in both oral and written forms

Ability to analyze and solve problems relating to auditing and related disciplines

Ability to foster a friendly work environment for team members

Deep knowledge of the processes of the courts and legal documentation

Strong knowledge in the area of financial record keeping procedures, laws, and regulations

Exceptional ability to motivate, persuade, and influence others

Ability to analyze data and give correct interpretations

Computer skills: possess knowledge of Microsoft Suites, including Microsoft Word, Excel, and PowerPoint; and also proficiency in the use of audit and accounting software

Possess good interpersonal skills

Strong organizational skills, which relates to the prioritizing of workloads and showing a great level of resilience and calmness even when under pressure

Demonstrate a high level of integrity to be able to adhere to regulations.

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