



Vacancy Announcement (We are hiring)

Background

The Leprosy Mission Nigeria (TLMN) is supporting the National Tuberculosis, Leprosy and Buruli Ulcer Control Programme (NTBLCP), who is the public Principal Recipient for Global Fund Tuberculosis and RSSH / C19RM Grants for the years 2024 to 2026 to recruit qualified candidates into her **Programme Management Unit (PMU)** as follows:

Job Title: Audit Manager

Reference Number: TLMN/NTLCP (PMU)_2023/AM/001

Location: Abuja

Job Summary

The Audit Manager will be responsible for handling all audit and assurance requirements on the grant in line with approved Audit Charter and ensure prompt reporting within the given deadline.

Key Responsibilities

Risk Management and Assurance

- Facilitate regular risk assessments, including assessing the risk of fraud, and plan audit activities to ensure that NTBLCP and sub-recipient (SR) controls are appropriately designed and implemented to effectively mitigate identified risks.
- Review NTBLCP's financial and operational reporting systems to ensure integrity and reliability of information for decision making.
- Report periodically to senior management and the Audit Committee on the key risk exposures and progress made in addressing identified gaps.
- Coordinate with other assurance providers, including the external auditors, Local Fund Agent (LFA) and the Fiscal Agent (FA), to optimize the overall assurance activities with minimum cost and disruption to ongoing operations.

Compliance

- Conduct checks to verify compliance with NTBLCP and Global Fund policies and procedures, and external (regulatory) requirements.
- Ensure audit participation in procurement activities as an independent observer to ensure compliance with the relevant policies and procedures.
- Ensure compliance of audit activities with the audit manual and charter.

Audit Planning

- Prepare risk-based annual audit plans and coordinate implementation of audit activities.
- Approve audit objectives and detailed program/ procedures for specific assignments.
- Ensure adequate communication on audit timing, objectives and requirements with auditees (NTBLCP management, SRs, implementers and/or State Offices), to ensure appropriate support for audit activities.

Audit Execution

- Ensure that work is done in line with the approved audit program and that any deviations are appropriately justified and approved.
- Flag major/ urgent issues to senior management for immediate action.



- Conduct occasional field visits to sub-recipients, project/ activity locations, beneficiaries, vendors and other relevant stakeholders, as required, to obtain adequate assurance that implementation is being conducted in compliance with donor and NTBLCP guidelines.

Reporting and Follow Up

- Quality-assure work done including checking completeness of working papers and validity of audit findings and conclusions.
- Review audit reports and submit final versions to management for action.
- Periodically follow up to ensure implementation of agreed management actions and, where required, flag recurring/ unaddressed issues to senior management and/or the audit committee for further action.
- On an annual basis, provide an opinion on the overall effectiveness of governance, risk management, and internal control. This will highlight progress made in addressing identified weaknesses and areas for emphasis going forward.

Other

- Conduct advisory/ special reviews on request of management including conducting/ facilitating training, where required.
- Conduct or assist in investigation reviews to identify fraud schemes and responsibilities.
- Supervise, coach and develop direct reports (i.e. Audit/ Compliance Officers).
- Develop and implement an internal audit performance measurement system.
- Develop a strong working relationship with NTBLCP management and staff, external assurance providers, and regulators.
- Maintain Audit Matrix and follow up to ensure timely resolution/closure of all audit issues raised by assurance providers.
- Ensure that all NTLCP policy manuals are up to date and / or in compliance with GoN and the Global Fund guidelines. Perform any other duties that can be reasonably expected of an Audit Manager, as assigned by the Head of Internal Audit/ Audit Committee.

Education and Work Experience Requirements:

- HND / B.Sc. in Accountancy / Finance or related discipline, with Masters degree.
- Professional qualification (ACA, CA, CPA / ACCA) is mandatory.
- Professional internal audit/ risk qualification such as CIA, CISA, ACFE .
- Minimum of 10 years' work experience in public health programs out of which at least 5 years' should be experience working with donor funded projects and managing a team of professionals

Desired Competencies:

- Working knowledge of computerized accounting systems. Experience with Microsoft Dynamics (Navision) is an asset.
- Knowledge of Nigerian Financial Regulation and Tax Laws.
- Knowledge in executing and implementing risk assessments and programs in the audit area.
- Knowledge of IFR Standards
- Negotiation, Governance, Risk analysis and Control assessment techniques
- Forensic skills and Fraud awareness
- Business process analysis and Total quality management
- Financial analysis tools and techniques
- ISO knowledge
- Data collection and analysis tools and techniques.



How to Apply:

Interested and qualified candidates should click / follow this link to apply online:

<https://forms.office.com/r/v1wnZcVDz7>

Submit your “Cover Letter and CV in single file, saved with your name and job title” in Word format to:

recruitment@ntblcp.org.ng

Application Closing Date

Monday, December 4, 2023.