

Internal Audit Department

Job title: Assistant Internal Auditor (Intern)

Location: Nigeria Coordination Office (NCO), Abuja.

Responsible to: Internal Auditor

Department: Audit Department

Job Summary:

This role provides operational support to the Internal Audit department in ensuring the efficient and effective execution of internal audit activities within TLMN. The role will assist with various tasks, including data gathering, documentation, testing procedures, and report preparation.

Key Responsibilities:

- Assist with the planning and execution of internal audit engagements as assigned by the Internal Auditor.
- Perform preliminary assessments and gather data relevant to assigned audit assignments.
- Conduct basic testing procedures under the supervision of the Internal Auditor.
- Assist with the preparation of audit working papers and reports.
- Maintain accurate and organized documentation of audit findings and procedures.
- Update audit templates and checklists.
- Stay informed on relevant internal audit standards and best practices.
- Assist with the management and tracking of audit issues and recommendations.
- Perform other duties as assigned by the Internal Auditor.

Key Performance indicators:

- Timely and accurate completion of assigned tasks.
- Effective support to Internal Auditor in achieving audit objectives.
- High-quality documentation and reporting of audit findings.
- Adherence to established internal audit standards and best practices.
- Proactive identification and management of audit issues and recommendations.

Skills & Competencies:

- Analytical and problem-solving skills.
- Attention to detail and accuracy.
- Ability to work independently and collaboratively.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Proficiency in Hausa is an added advantage.

Specification:

- HND/BSc degree in Accounting or Finance.
- -Minimum of 2 years working experience in a reputable organization or NGO.
- Registered member of ICAN is an added advantage