



Career with BRAC Tanzania Finance Limited

Internal recruitment

BRAC Tanzania Finance LTD (BTFL) is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BTFL is part of BRAC International which is a leading non-profit organisation with a mission to empower people and communities in situations of poverty, illiteracy, disease, and social injustice. Founded in 1972, by Sir Fazle Hasan Abed, BRAC is the largest non-governmental development organisation in the world and is present in 15 countries across Asia and Africa today. BRAC designs proven, scalable solutions that equip people with the support and confidence they need to achieve their potential. BRAC's institutional expertise on various programmes, including health, agriculture, microfinance, education, and youth empowerment, is touching the lives of over 100 million people in the Global South.

BRAC Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

Position (1): SENIOR INTERNAL AUDIT OFFICER

Job Location: MOROGORO REGION

Job Responsibilities:

- To carry out audit work according to monthly audit plan.
- To prepare audit report and send by email to managers and CC CHIA
- To carry out special/investigation audits and prepare report
- To ensure conformity with internal Audit Manual in all phases of the audit process.
- Document, evaluate and test system and controls to determine the adequacy and effectiveness of the controls that ensure compliance with policy and procedure, reliability and integrity of information, and safeguarding of assets.
- To compute, calculate, verify, tabulate and analyze data and provide feedback to management on reliability.
- To conduct an entry and exit conference/meeting with auditee's/ management to discuss on the audit processes (planning, execution, conclusion), timelines and deliverables.
- To develop and discuss audit observations, root cause, recommendations, corrective and preventive actions, and timelines for corrective action with responsible personnel/action owner.
- To discuss with CHIA and Manager of major risk or audit findings identified during the course of audit.
- To carry out annual stock counts in country office, area office, regional office and BRAC learning centre.
- Prepare and preserve the audit documentations for audit (working papers, audit programme, supporting evidence, permanent file current file, circular, minutes and office memo) for review by senior audit officer and audit manager.
- To participate in the departmental and coordination meetings to discuss on the issue of Internal Audit Department
- To attend and participate actively in the training organized by the Internal Audit Department

Safeguarding Responsibilities

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

Required Qualifications and Experience:

- Bachelor's degree in the field of Accounting, Finance, Commerce, related discipline from a recognized University/Institution. Professional qualification i.e., CIA/CPA/ACCA will be an added advantage
- At least 7 years of experience in Internal Audit, Accounting & Finance.
- Proven knowledge of auditing standards and procedures, laws, rules, and regulations
- High attention to detail and excellent analytical skills
- Sound independent judgement and high level of confidence and integrity
- Computer literate with advanced level knowledge of Microsoft Applications (Excel, Word, and PowerPoint)
- Ability to manipulate large amounts of data and to compile detailed reports
- Excellent understanding of internal control system and knowledge of risk-based approach to internal auditing
- Excellent communication, writing and presentation skills with ability to produce original well composed reports

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: recruitment.tanzania@brac.net with a subject "**Senior Internal Audit Officer**".

The application deadline is 12.10.2024

Only shortlisted candidates will be contacted.

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.