



# ELCT/NORTH CENTRAL DIOCESE ARUSHA LUTHERAN MEDICAL CENTRE

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Care with compassion

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## Internal Auditor

### Job brief

We are looking for an objective Internal Auditor to add value and improve our operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes. The successful candidate will possess a thorough knowledge of accounting procedures and a sound judgment.

### **Responsibilities**

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Determine internal audit scope and develop annual plans
- Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc
- Prepare and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify loopholes and recommend risk aversion measures and cost savings
- Maintain open communication with management and audit committee
- Document process and prepare audit findings memorandum
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards

### **Requirements**

- Proven working experience as Internal Auditor or Senior Auditor
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data and to compile detailed reports
- Proven knowledge of auditing standards and procedures, laws, rules and regulations
- High attention to detail and excellent analytical skills
- Sound, independent judgment
- Bachelor degree in Accounting or Finance
- CPA (T) is a must

### **APPLICATION PROCESS AND MODE OF APPLICATIONS**

All letters of interest are to be type written and contain copies of Curriculum vitae, certified copies of both academic and professional certificates and testimonials, names and addresses of three referees, and daytime telephone contact. You can submit your application either through email, or post or by hand to the address below;

The Executive Director,  
ELCT/NCD- Arusha Lutheran Medical Centre,  
P.O Box 17047, Arusha, TANZANIA  
Fax No: +255272545119  
Email: [almc@habari.co.tz](mailto:almc@habari.co.tz)

### **Deadline of Application**

Applicant's applications should reach ALMC offices not later than 10<sup>th</sup> January, 2021.