

AUDIT ASSISTANT

Job Summary:

To support the Internal Audit & Risk Manager in carrying out internal audit engagements, risk assessments, compliance checks, and internal control reviews to ensure operational effectiveness, financial accuracy, and compliance with policies, procedures, and regulatory requirements.

Job Description:

1. Audit Planning and Preparation

- Assist in gathering data and documents necessary for audit planning.
- Participate in preliminary risk assessments and internal control evaluations.
- Support the development of audit checklists and work programs.

2. Audit Execution

- Conduct field audits and operational reviews under supervision.
- Examine accounting records, operational data, procurement, stores, and clinical areas for accuracy and compliance.
- Perform testing of internal controls and report on findings.
- Carry out surprise checks in sensitive areas (e.g., pharmacy, cash office, stores, catering, wards).

3. Documentation and Reporting

- Document audit findings clearly and concisely with supporting evidence.
- Prepare draft audit reports for review by the Internal Audit & Risk Manager.
- Maintain accurate and organized audit files for each assignment.

4. Compliance and Risk Management

- Assist in monitoring compliance with internal policies, procedures, and statutory requirements.
- Identify risks and control gaps and recommend corrective actions.
- Follow up on the implementation of audit recommendations.

5. Administrative and Support Duties

- Maintain audit records and databases.
- Participate in departmental meetings and continuous improvement initiatives.
- Assist with special audits, investigations, and other duties as assigned.

Education/Qualification

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- CPA Part II or equivalent qualification (CPA-K or ACCA finalists preferred).

- 1–2 years of experience in audit, preferably in a hospital, healthcare, or NGO setting.
- Knowledge of internal auditing standards and risk-based auditing is an added advantage.

How to apply:

Interested candidates who meet the above criteria should send their applications through the career portal on or before **8th August, 2025** enclosing:

- Resume, Cover Letter & Statement of Faith*

***What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.