



GHANA ACADEMY OF ARTS AND SCIENCES

Ghana's premier learned society

VACANCY FOR INTERNAL AUDITOR

Job Description:

The Internal Auditor will work with the Internal Auditor at post, to ensure that the Academy complies with internal regulations and established control protocol

Qualifications and Skills Required

1. Masters in Accounting, Finance, or Business Administration with Auditing experience
2. Must have at least five years of relevant experience
3. Good attention to detail and excellent analytical skills
4. Good organization and time-keeping skills
5. Ability to think objectively, assess and evaluate risk, and implement solutions
6. Excellent reporting skills
7. Accounting software skills
8. Microsoft Office Suite software skills
9. Ability to analyse and solve problems
10. Ability to effectively communicate accounting information, policies, and/or procedures in a manner easily understood by the customer
11. Ability to analyse processes and make recommendations for improvements

Key Responsibilities and Tasks:

- Ensure that the Academy complies with internal regulations and established control protocol
- Collect and analyse data to detect weak controls, duplicated efforts, waste, fraud or non-compliance with laws, regulations and management policies
- Inspect account books and accounting systems for efficiency, effectiveness and use of accepted accounting procedures to record transactions
- Monitor the Academy facilities to ensure their safety, security and maintenance
- Reconcile documentation with actual inventory or assets to ascertain accuracy
- Participate in meetings with individuals and departments to update auditees on findings and the audit process
- Prepare reports and preserves documentation pertaining to audits for internal record
- Present summarised findings concerning audit results and trends for internal groups
- Analyse audit results to determine methods for improving performance
- Make recommendations for the best ways for the Academy to reduce waste
- Assess best financial practices for the Academy and make relevant, informed suggestions
- Keep up to date on audit procedures and regulations
- Develop audit plans and performs initial and follow-up audits in accordance with professional standards
- Evaluate audit findings, prepare and present results of audit work and recommendations to management
- Establish exemplary relationships with personnel in all departments
- Perform any other duty assigned by the Executive Secretary

ALL APPLICATIONS SHOULD BE ADDRESSED AND EMAILED TO THE

HONORARY SECRETARY:

vacancies@gaas-gh.org

NB: ONLY SHORTLISTED APPLICANTS SHALL BE CONTACTED

CLOSING DATE: 17 SEPTEMBER, 2021