INTERNAL AUDITOR BIA/01/02/2026

Biblia Regulated Non-WDT Sacco Ltd a medium-sized Sacco with membership from a large number of Christian organizations wishes to fill **vacant position** of **Internal Audit, Risk & Compliance Manager** whose duties and qualifications are as below:

Reports to: CEO *(Administratively)* and Board of Directors *(Functionally)*

Roles & Responsibilities

i. Leading the Sacco's Internal Audit, Risk and Compliance functions. Performing internal audit work as a key component of corporate governance structure.
ii. Developing internal audit, risk and compliance strategies and manuals detailing the procedures and best practices.
iii. Developing, implementing, and reviewing the internal audit charter.
iv. Developing comprehensive audit programs and audit plans to cover all the activities and programs.
v. Test the institution's disaster recovery and incidents management programs and advice the management on areas of improvement.
vi. Conducting timely risk-based internal audits and advising the board of directors on all audit matters.
vii. Assessing the reliability and integrity of financial, operating procedures and compliance with set policies.
viii. Economic efficiency and effectiveness in utilization of the Sacco's resources.
ix. Providing practical solutions to improve overall efficiencies and enhance internal controls.
x. Identify, assess, and monitor financial, operational, and strategic risks.
xi. Develop and maintain a risk management framework.
xii. Advise management on risk mitigation strategies.
xiii. Monitor risk indicators and ensure timely reporting.
xiv. Ensure SACCO operations comply with SASRA regulations, bylaws, and other statutory requirements.
xv. Conduct compliance audits and follow up on corrective actions.
xvi. Keep abreast of regulatory changes and advise management accordingly.
xvii. Train staff on compliance requirements and ethical standards.

xviii. Provide secretariat support to the Audit and Supervisory Committees.

xix. Participate in strategic planning and policy formulation.

xx. Advise management on governance and control issues.

xxi. Foster a culture of accountability and transparency.

xxii. Monitor for signs of fraud or misconduct.

xxiii. Conduct investigations and recommend preventive measures.

xxiv. Implement fraud awareness and detection programs.

Minimum Qualifications

1. Bachelor of Commerce Accounting or related degree with CPA (K) qualification or, CPA (K), ACCA.
2. CISA (Certified Information Systems Auditor), CFE is an added advantage.
3. Preferably a member in good standing with ICPAK or equivalent professional body.
4. Minimum Five (5) years audit experience in a busy organization preferably in a SACCO or financial institution.
5. Strong knowledge of SASRA regulations and risk management frameworks

Key Skills and Competencies

1. Computer proficiency in computer application, especially in accounting packages and systems.
2. Have demonstrated merit and ability in auditing.
3. Knowledge of various Sacco software systems an added advantage.
4. Knowledge of Sacco, Sasra and other stakeholders' rules and regulations.

Application:

Application letter must be accompanied with a detailed CV, copies of academic, professional certificates and a recommendation letter from your pastor.

Kindly fill in the Google form below on or before the close of business on 28th February 2026.

NB: Only short-listed candidates will be contacted and invited for interview.

https://docs.google.com/forms/d/e/1FAIpQLSeMUB7HXCUIY7KvtsL5eccfaYPEKZMKFWVm5C_wWJdsdZKrUg/viewform?usp=publish-editor