

JOB ADVERTISEMENT ON THE POSITION OF INTERNAL AUDITOR

Mission

To provide a ladder of opportunity to underserved communities in Rwanda, as we proclaim and live the Gospel of Jesus Christ.

Method

We share the hope of Christ as we provide financial services and biblically based training that restore dignity and break the cycle of poverty.

Motivation

The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

Internal Auditor

Job Description Summary

The responsibility of the Internal Auditor is to assist in planning, coordination and management of internal audit functions as defined by the Board Audit Committee and in alignment with the approved Internal Audit Charter.

Location:	Kigali, Rwanda
Department:	Internal Audit Urwego Finance
Reports To:	Head of Internal Audit
Directly Supervises:	None



RESPONSIBILITIES

1. Spiritual Integration and Christian Witness

- Promote and fulfill the mission of Urwego Finance.
- Ensure a personal, healthy spiritual balance within family, work, and church life through the adoption of biblical personal and spiritual disciplines;

2. Internal Audit Mission

Internal Audit's mission is to provide Urwego Finance with a high quality and cost-effective internal audit with consultative services designed to support the achievement of Urwego Finance's overall objectives.

The mission will be accomplished by:

- Performing independent assessments of the Urwego Finance departments, of systems controls and efficiencies, using best practice approaches guided by professional standards;
- Advising on all aspects of security in the organizations;
- Providing fraud prevention, detection and investigation services;
- Supporting the Urwego Finance efforts in achieving its objectives;
- Maintaining a dynamic, team-oriented environment, that encourages personal and professional growth towards excelling and reaching full potential;
- Assisting in overseeing the completion of a risk-based audit-plan focusing upon critical risk areas;

3. Planning and Fieldwork

- Lead audit engagements, which include; planning, executing and monitoring implementation of annual risk-based audit plan;
- Conduct risk-based audits to assess the risk management process of the entire Urwego Finance, report the findings and make recommendations to management;
- Properly prepare and securely conserve the audit working papers with valid evidences of findings for any audit and investigation activities conducted;
- Perform regular compliance reviews of operations based on the perceived risks and controls as detailed in Risk and Control Assessment Template;
- Carry out Fraud Investigations and promptly report the findings and conclusions to relevant management and Head of Internal Audit;
- Assist in presenting work results to senior management and prepare reports to the Board Audit Committee.
- Follow up on management action plans to mitigate the risk associated with prior audit findings;
- Provide professional and independent counsel to management in order to improve risk management processes and ensure adherence to internal and external regulatory requirements;

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- Perform independent assessment of the bank's departmental systems and controls, guided by professional standards and using best practice approaches;
- Perform audit tests and prepare working papers in accordance with professional standards and methodology;
- Support Head of Internal Audit in leading key initiatives assigned in order to support the achievement of departmental goals;

4. Reporting

- Prepare and edit audit reports in order to ensure they are concise and informative, effectively communicate the findings and recommendations to the branch/department, division leaders and Head of Internal Audit;
- Assist in preparation of audit report for the Executive Team and Board Audit Committee as a backup for the entire audit team in case one of the team is not around.
- Communicate immediately all incidents to Head of Internal Audit;

5. General Duties

- Assist in developing appropriate auditing methodology/procedures and tools;
- Create and sustain mutually beneficial relationships by ensuring auditees are not disappointed, and/or confused with high-standard service.
- Willingness to take the extra mile for the benefit of others and participate in staff-related social activities.
- Coordinate work, activities, or engagements for the Internal Audit team, acting as the primary client liaison in the field, seeking advice where appropriate.
- Contributes positively to professional development and knowledge sharing in the department;
- Work closely with the entire audit team and backing up each other in case one is absent.
- All appropriate duties as may be assigned from time to time by the Head of Internal Audit.

COMPETENCIES

To perform the job successfully, the employee should have the ability to:

- Utilize Business Knowledge, Understanding and Using Technology, complying with and Applying Appropriate Professional Standards of Audit Methodologies;
- Ability to quickly adapt to new technology and computer systems;
- Having a high level of personal commitment and a team work spirit;
- Excellent cross-cultural listening, communication and leadership skills;
- Must have CPA or CIA certification or working towards it, if not already obtained;
- Willing to serve with flexibility including openness to occasional work over the weekends and/or after working hours;

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- Demonstrated analytical and strategic thinking skills and with experience in using Risk Based Audit approach;
- Strong organizational skills, including effective time management and prioritization of competing demands/multiple deadlines;

QUALIFICATIONS

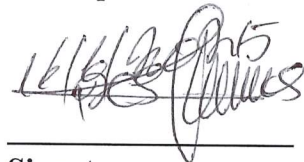
- Personal confession of Christian faith and commitment to the mission of Urwego Finance
- Minimum of 4+ years' recent work experience in Audit, preferably Internal Audit from a microfinance, banking or financial institution;
- A Bachelor of Arts or Sciences degree, majoring in accounting, Finance or business, Economics, or alternatively comparable work experience
- Proficiency in Microsoft Office software programs
- Excellent written, verbal and computer-based, communication and presentation skills.

How to apply

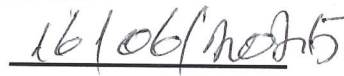
All interested candidates fulfilling the above job requirements are requested to submit the following documents to urwegohr@urwegobank.com not later **than 7th July 2025 at 5:00 pm.** Please send documents as one folder with the position you are applying for as the subject.

- Job application letter addressed to Chief Executive Officer
- Detailed CV
- Copy of degree, certificates for professional courses
- 3 references
- Church recommendation
- Statement of faith
- Current criminal record
- Copy of national ID

For and on behalf of Urwego Finance
HR Department



Signature



Date