

JOB DESCRIPTION

JOB TITLE	Internal Auditor/Compliance officer
JOB LEVEL	Junior Management
JOB GRADE	6
DEPARTMENT	Admin/ Accounts
REPORTS TO	Managing Partner
LOCATION	Lagos
JOB SUMMARY The Internal Auditor/Compliance officer is responsible for overseeing compliance with internal processes and procedures and reporting to Management on how to mitigate against possible risk.	
MAIN TASKS/RESPONSIBILITIES	
Responsibilities <ul style="list-style-type: none">• Develop, review, and monitor compliance with Firm’s internal processes and procedures with regards to finance and other areas of operations including use of office assets, IT infrastructure and compliance with regulatory standards.• Develop, review, and monitor the Firm’s business disaster recovery plan and identify potential risks areas and ensure steps are taken to mitigate same.• Investigate and report violations of processes and procedures and regulatory standards across the operations of the Firm including but not limited to finance with effective action plans in response to discoveries and compliance violations.• Report and advise Management on the Firm’s compliance level and potential risks areas with action plan to mitigate same.	
Requirements	<ul style="list-style-type: none">• A degree in Business or Financial Accounting or related discipline.• 2 years’ work experience in internal audit or compliance• Business intelligence and data analysis skill• Critical thinking skills• Knowledge of economic and accounting principles and practices• Public Safety and Security knowledge• Problem Sensitivity ability• Ability to communicate (oral and verbal)• Mathematical Reasoning ability• Ability to work independently and as part of a team

	<ul style="list-style-type: none"> • Ability to multi-task, pay attention to details and meet deadlines
Performance goal/KPI	<ul style="list-style-type: none"> • Ensure staff members comply with all laid down processes and procedures • Ensure accounting process are followed through including compliance with in-house debit recovery and creditor's policy • Presentation of monthly Bank reconciliation to the top management and as may be required • Ensure there is proper approval and documentation for all financial transactions with zero case of inadequate approval or non-retirement of funds. • Ensure Staff members comply with the of technology at all levels • Submission of timely and regular report to Management on potential risks with mitigation plans as well as constant update on of the firm's business disaster recovery plan in line with business dynamics.