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JOB ADVERTISEMENT

Back Ground:

ACB Plc is a Christian Micro Finance Institution that started its operations in August 2006. It is licensed by the National Bank of Rwanda (BNR). Our vision is to be a leading Christian financial institution that contributes to holistic and sustainable development. Our mission is to bring holistic transformation into the community through quality financial services. Our values are quality service, transparency, integrity and accountability. We are committed to taking financial services closer to the people.

AMASEZERANO Community Banking (ACB Plc) is recruiting for a competent, qualified, dynamic and self-motivated individual to fill the following position:

Position: Internal Auditor

Number of positions: 1

Reports to: Director of Internal Control

Opening date: 3rd January 2025

Closing date: 17th January 2025

Responsible for performing objective, independent, and reliable assessments of the effectiveness of a bank's risk management activities, its compliance with applicable regulations, and its internal control-environment. Improving the bank's operations and ensuring it complies with major regulations by carrying out thorough assessment and improvement on the effectiveness of the bank's control, risk management, and governance processes. Responsibility for all audit project management activities of the bank, as well as for planning, developing, and scoping the audit test plan. Resolving material issues with different departments, reporting audit results, and giving relevant recommendations.



Taking financial services closer to the people

Roles and Responsibilities of Head of Internal Control:

- Examine and evaluate the effectiveness and adequacy of the internal control systems in the Bank;
- Ensures that the standards applied to microfinance institutions are respected;
- Ensure that the internal audit function complies with sound internal auditing standards;
- Assess if the risk management and internal control systems are operational as intended;
- Assess the adequacy of the controls established to ensure compliance with policies, plans, procedures and business objectives;
- Ensure that all free entries (accounting entries) are regular, properly accounted for, and that they are supported by authentic supporting documents;
- Ensure that all expenses incurred are timely, justified and duly authorized,
- Participate in audit missions carried out in agencies and services organized by the Internal Audit Service.
- Perform review of means, techniques, or methods of safeguarding assets;
- Evaluate adequacy of risk response strategy and practices to detect or prevent fraud;
- Coordinate the investigation of the significant suspected fraudulent activities within the organization and notify the Director of Internal Control the results;
- Conduct the follow-up of the audit recommendations to make sure that effective remedial action was taken;
- Produce periodic reports;
- Perform any other task assigned by the direct supervisor.

Skills and qualifications required:

- Bachelor's degree in accounting, finance or other related courses. Having CPA certificate is an added advantage.
- 2 and above years of experience from a similar position or related experiences
- Solid understanding and experience with internal control frameworks
- Working knowledge of Finance and Accounting Policies and Procedures preferred with the ability to quickly assimilate specific finance policy knowledge
- Strong analytical skills include the ability to spot, assess and address risk, materiality and interdependencies and translate it into impact analysis for the financial reporting and recommendations for improvement
- Strong communication skills presenting internal control and risk matters in an understandable way across various forums and levels of the organization with the right level of detail.
- Knowledge of sound internal control principles and demonstrated ability to provide solutions to control issues



- Strong oral and written communication skills, including sound presentational skills
- Strong presentation skills with the ability to present and interact with various levels of management
- Adaptable to working in a fast paced, ever-changing environment
- Striving for continuous improvement and optimization
- Ability to work both individually, and within a team environment, build strong relationships and maintain rapport with cross-functional business units, Internal Control teams and with external consultants
- Ability to manage projects, with attention to detail on multiple concurrent tasks, while meeting various deadlines
- Flexibility in resolving issues and addressing changing priorities
- Fluency in English and Kinyarwanda.

How to apply

The interested candidates should submit their application documents (Application letter, updated CV, Academic certificates, ID copy, current criminal record certificate and original church recommendation letter signed by your church Pastor) to the ACB Plc Head Office via company email amasezerano@acb.rw, not later than 17th January 2025 (03:00 pm).

Important Note:

ONLY shortlisted candidates will be contacted for interviews. If you do not hear from us within 2 weeks from the closing date, consider your application unsuccessful.

Done at Kigali, on 3rd January 2025

Eraste NSENGIYUMVA
Managing Director

