



# Job Vacancy

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## **ASSISTANT INTERNAL AUDITOR**

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Mater Misericordiae Hospital, a leading healthcare provider in East and Central Africa has an excellent career opportunity. Mater Misericordiae Hospital offers exceptional, compassionate, and Christ-centred healthcare services to our clients through an innovative, engaged, and competent workforce. The successful candidate will fill the above position: He or She shall be reporting to the Internal Auditor.

### **Main Duties**

- Assisting in evaluating financial transactions and operational processes across the hospital, ensuring accuracy, completeness, and compliance with internal policies and external regulations.
- Gathering and analyzing audit evidence from departments to assess internal control environments and identify areas for improvement.
- Participating in documenting audit findings, highlighting key risks, and developing recommendations to enhance operational and financial efficiency.
- Reviewing financial statements, transactions, and records to ensure adherence to accounting standards and hospital policies.
- Verifying compliance with applicable financial and operational regulations, policies, and standards.
- Reviewing the effectiveness of hospital processes, such as supply chain management, clinical services, and administrative workflows, to assess operational controls.
- Contributing to the assessment of operational efficiencies and the effectiveness of controls within various hospital functions.
- Preparing clear, detailed audit documentation to summarize findings and recommendations for process improvement.
- Monitoring audit recommendations to ensure timely implementation of corrective actions.
- Supporting the identification and evaluation of risks across hospital departments, contributing to the assessment of the adequacy of risk management frameworks.
- Working closely with the Internal Auditor to communicate audit findings and risks effectively to stakeholders and relevant departments.
- Engaging with various hospital departments to facilitate the smooth flow of audit information and ensure cooperation during audits.
- Any other related duties assigned from time to time.

### **Minimum Qualifications, Skills & Competencies**

- Bachelor's degree in accounting, Finance, Economics, or a business-related field.
- Certified Public Accountant (CPA) Finalist,
- Other relevant audit-related certifications will be an added advantage
- Effective verbal and written communication skills to report findings.
- At least three years of relevant audit experience. Work experience in an audit firm will be an added advantage

If you are interested in the above position and you meet the requirements listed, please send your application together with a detailed CV, Copies of Academic Certificates, and three [3] referees and include their telephone contacts and email address to **hrrecruit@materkenya.com** to reach us not later than 22<sup>nd</sup> November 2024.

Only shortlisted candidates will be contacted.

**Please note Mater Misericordiae Hospital does not charge any fee at any stage of our recruitment process.**