

Internal Audit Officer

A leading regional institutional real estate developer, property owner and provider of real estate services seeks to employ middle level Internal Auditor for its operations in the East Africa region.

Job details

The overall job purpose: To improve the company's operational efficiency and effectiveness and help the company to accomplish its objectives by establishing a systematic approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The Successful candidate will report to the Board Audit Committee Chairman.

Applicants should have exposure/competence in the following:

1. Identification and reporting of internal controls deficiencies.
2. Assessment of information security and associated risk exposures, and evaluation of the organization's contingency programs
3. Advice on tax matters, regulatory compliance, and compliance to IFRS
4. Quarterly financial reviews and preparation of audit reports
5. Monthly review of group financial statement
6. Liaise with other internal and external resources as appropriate, preparation for External Audit and maintaining a link between PDM and External Auditors
7. Evaluate accuracy of the company's operating systems and efficiency / effectiveness of the company's processes
8. Evaluation of risk management, control, and governance systems, carrying out investigations on suspected or actual fraud and putting preventive controls in place

Required Qualifications and Work Experience:

1. Minimum of 5 years' experience in a busy internal or external audit environment.
2. Degree in a business or mathematical related field.
3. Professional accountancy qualifications (CPA or ACCA) – finalist.
4. Certified Information Systems Auditor (CISA) certification would be an added advantage.
5. Conversant with governance and regulatory environment in East Africa for tax advisory and financial management.
6. Excellent numerical and analytical skills.
7. Excellent interpersonal and communication skills.

To apply, submit your application and detailed CV to the address below:

The Human Resource Consultant
PDM (Services) Limited

Send your application by email to: hr@pdmservices.co deadline being close of day **31st July 2025. Only qualified candidates (meeting the requirements above) will be shortlisted for the interview process.**

Please:

(1) indicate the position and your name clearly on the subject line of your email:

For example:

APPLICATION FOR INTERNAL AUDIT OFFICER – JOHN DOE / JANE DOE

(2) Your documents, i.e. cover letter/application letter together with CV should be submitted as one attachment

PLEASE COMBINE THE COVER LETTER AND CV AS ONE DOCUMENT (PLUS ANY OTHER TESTIMONIALS)