



Job Title: Internal Auditor
Reports to: The Executive Council of the Uganda Law Society
Responsible for: Examiner of Accounts, if any

Job Purpose

To provide technical support and guidance on financial performance and quality assurance services in systems of internal control, risk management and governance processes in Uganda Law Society.

Key outputs

- a) ULS Audit Function Managed and coordinated internally and externally;
- b) Special Audit assignments carried out;
- c) Assistance performed and provided to line management in identifying and managing risks;
- d) Risk management process facilitated and evaluated;
- e) Internal audit reports produced and submitted to relevant authorities;
- f) Policies that ensure safety of the ULS assets put in place and enforced;
- g) Financial internal controls evaluated and reviewed;
- h) Compliance of the existing policies and regulations evaluated and enforced;
- i) Audit inspection and performance audit carried out;
- j) Implementation of audit recommendations carried out;
- k) Receipt custody and utilization of financial resources controlled;
- l) Guidance on separation of duties offered; and
- m) Financial and operational procedures to ensure value for money facilitated.

Key Functions

- I. Managing and coordinating ULS' internal and external Audit functions;
- II. Carrying out special Audit as may be assigned by management;
- III. Performing and providing assistance to line Management in identifying and managing identified risks;
- IV. Evaluating and making recommendations to enhance the cost effectiveness and efficiency of the internal control systems and ULS policies;
- V. Determining the extent to which ULS assets are properly accounted for and safeguarded from losses of all kinds;
- VI. Producing and submitting Internal Audit reports to relevant authorities;
- VII. Evaluating compliance with existing policies and regulations, accounting pronouncements, laws, and contractual obligations which could have a significant impact on the operations and financial results of the ULS;
- VIII. Carrying out Audit inspections and performance Audit;
- IX. Carrying out implementation of audit recommendations;
- X. Controlling receipt custody and utilization of financial resources;
- XI. Facilitating financial and operational procedures to ensure value for money;
- XII. Offering guidance on separation of duties; and
- XIII. Any other duties as may be assigned from time to time.

Personal specifications

(i) Qualifications

- **EITHER:** Honors Bachelor's degree in Accounting from a recognized university or Institution plus Full professional qualifications in Accounting from a recognized awarding institution;
- **OR:** Full professional Qualifications in Accounting from a recognized awarding institution, plus a minimum of a post Graduate Diploma in Financial Management or Business Administration from a recognized institution.

Membership to the Chartered Institute of Internal Auditors (CIA) will be an added advantage

(ii) Experience

At least six (6) years working experience three (3) of which at a senior level in the Auditing work in a reputable organization.

Experience with Non-Government Organizations and corporate world is more desirable.

(iii) Competences

- ❖ Financial management;
- ❖ Planning, organizing and coordinating;
- ❖ Information technology;
- ❖ Proficiency in report writing;
- ❖ Accountability;
- ❖ Ethics and integrity;
- ❖ Concern for quality and standards;
- ❖ Assertiveness and self-confidence, and
- ❖ Time management.