

Head, Internal Control And Compliance

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Company: Fuzu

Location: Nigeria

Category: other-general

Job Summary

Contract Type:

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Key Skills & Competencies Requirements

Functional / Technical:

Good knowledge of Accounting and Auditing Functions and Standards

Business and financial acumen

Proficiency in the use of Microsoft packages

Behavioral:

Attention to detail

Strong Analytical Skill

Problem-Solving

Interpersonal Skill

Leadership skill

Ethical Behavior

Persuasion

Responsibilities

Risk Management:

Oversee risk assessments and internal control reviews

Champion the implementation of mitigation strategies to identified risks and coordinate implementation firm-wide

Supervise the follow-up on identified issues relating to compliance to operational policies and procedures by organs of the organization such HR, Marketing Projects etc.

Internal Audit Administration:

Provide feedback on the performance of Internal Auditors on audit assignments

Assess the adequacy and extent of programs designed to safeguard organization assets

Conduct and direct audits and ongoing reviews of organization controls, and operating procedures

Review the soundness, effectiveness, and proper application of accounting and financial controls

Oversee the Internal control Assessments across the organs of the Organization

Direct and appraise the activities of the Internal control and compliance officer

Manage or conduct fraud investigations and review work papers completed by internal control officers

Oversee risk assessments and identify controls in place to mitigate identified risks

Coordinate staff to implement the set out internal control procedures

Identify internal control weaknesses and recommend necessary corrective actions, including the findings and recommendations of internal and external audits

Recommend internal control training requirements and provide requisite internal control training

Provide to employees a statement of policies and standards with which they are expected to comply.

Provide staff with clear directions and information relating to the importance of adherence to internal procedures and the process

Stakeholder Management:

Serve as a liaison with external auditors

Engage with relevant regulatory agencies on internal control issues

Engage with Internal Auditors to discuss ways to improve internal control based on their findings

Provide External Auditors with the information they need to make an opinion

Review report of Internal and External Auditor's concerns on internal control and engage relevant authorities affected

Compliance Management:

Conduct and direct the review of organization controls, and compliance with policies and regulations.

Appraise the soundness and effectiveness of compliance procedures and controls and the timeliness of documentation generation.

Compile and issue reports detailing conclusions and provide recommendations for improvements regarding compliance

Champion the review of the organization's existing policies and procedures to comply with required rules and regulations.

Collaborate with the department managers to develop clear and concise policies and procedures. Identify methods to ensure new policies and procedures as well as updates to existing policies and procedures are communicated, distributed, and added to the repository.

Provide direction and leadership to the team responsible for reviewing the departmental policies and procedures for gaps in adherence to relevant Tourism and Airline policies

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