

Internal Audit And Compliance Officer

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Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

Job Summary

Contract Type:

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Requirements

The ideal candidate must be of the following specifications at the minimum:

A BSc or HND Degree in Accounting.

Maximum of 2 years' experience in Audit/Accounting.

Good team orientation and able to work with all levels within the organization and external network.

Excellent interpersonal skills (conflict resolution, customer service, complaints management and stakeholder management)

Previous work experience in the Downstream Oil and Gas industry is desirable.

Excellent verbal and written communication skills, including the ability to prepare reports.

Responsibilities

Responsible for the review of payment vouchers.

Review of monthly bank reconciliation statements

Review of monthly stock reconciliation.

Maintain and ensure the functionality of the POS terminals used at the Retail stations.

Liaise with Banks and Retail stations on POS Charge-Back reconciliations and all POS-related matters.

Review of the GL accounts to ensure their accuracy with the Management accounts.

Review the ERP process and drive all necessary improvements.

Ensure the timely rendition of taxes and other statutory dues.

Ensure prepayments & depreciation are updated correctly on the database in accordance with the company policies in a timely manner.

Follow-up on audit findings to ensure adequacy and timeliness of correction.

Ensure that policies and procedures are strictly adhered to in carrying out any Audit and Compliance functions.

Work with the IACD team in identifying potential risks and areas of non-compliance within the organization

Any other tasks as assigned by the Line Manager.

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