Audit Officer Job Description

Division: Audit and Assurance
Reports to: Manager, Audit and Assurance

Key Responsibilities

- Review disbursements and other payments after processing, including payments for fixed assets. Verify supporting records and approvals against payment policies and controls, and document exceptions.
- Trace recorded receipts to supporting documents and check that they were recorded and banked promptly in line with receipting procedures. Document new and recurring exceptions.
- Conduct regular cash counts and reconcile cash on hand to the relevant records. Document discrepancies and promptly escalate shortages, excesses or indications of fraud to the Manager.
- Prepare clear, impartial reports supported by evidence. Explain the risks arising from findings and recommend practical corrective actions.
- Review samples of loan files and account transactions. Check approvals, disbursements, supporting documents, repayments and account adjustments against approved policies and delegated limits.
- Review samples of procurement transactions for quotations, approvals and evidence of delivery where applicable.
- Assist the Manager with the annual audit plan. Help assess risks, prepare audit procedures and select samples for assigned reviews. Maintain organised working papers, obtain records from staff and respond promptly to unplanned assignments.
- Assist the Manager with investigations into reports of suspected fraud, misuse of assets, unauthorised transactions or breaches of procedures. Gather and safeguard relevant records and evidence, analyse transactions, document findings objectively and promptly refer significant matters to the Manager. Handle case information confidentially.
- Prepare clear, impartial reports supported by evidence. Explain the risks arising from findings, recommend practical corrective actions and assist the Manager with progress updates as required.
- Track agreed actions and due dates, verify evidence of completion, and report overdue or recurring issues to the Manager.
- Assist the Manager in compiling schedules and supporting records for authorised external audit requests, and track responses assigned to the division.