



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
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INTERNAL AUDIT MANAGER - DFSPA/KUTRRH/6 (Re-advertisement)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Board	Section/Unit: Internal Audit
Job Title: Internal Audit Manager	
Reports to: Administratively to the CEO; Functionally to the Board.	
Direct Reports: Internal Auditor (Audit Analyst)	
2. PURPOSE OF THE JOB:	
Reporting to the Chief Executive Officer, the Internal Audit Manager job exists to coordinate and provide internal audit services, and advise the hospital board and executive Committee on the same.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Formulate, implement and coordinate the hospital's Internal Audit Strategy in collaboration with the Audit & Compliance committee.• Coordinate and implement the Internal Audit programs, process and procedures in collaboration with the Audit & Compliance Committee.• Develop initiatives aimed at improving operational efficiencies and assess compliance with the hospital financial policies, procedures and regulations.• Maintain strong internal audit policies, processes and controls in order to provide timely, consistent and accurate financial, management information for effective decision making in the hospital.• Implement the hospitals' internal audit strategy, policies and procedures within the framework of its strategic plan and policies.• Carry out risk identification, assessment and audit planning for high risk areas within the operations of the hospital.• Report and communicate Audit findings and recommendations to the management.• Evaluate corporate governance processes in the hospital and make recommendations for improvement.• Develop and spearhead anti-fraud strategy in collaboration with the compliance function.• Plan and co-ordinate timely performance of special audit investigations and forensic	



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audits in the hospital as necessary.

- Attend the hospital Audit & Compliance committee meetings as the Committee Secretary.
- Carry out regular compliance tests on the hospital's operating systems, policies and procedures and make the necessary recommendations.
- Evaluate the reliability, integrity, timeliness and accuracy of financial and operating information to facilitate sound decision making by the hospital management.
- Introduce, inculcate and maintain the culture of integrity and accountability within the framework of the hospital policies and guidelines.
- Ensure that the internal audit section of the hospital has all human and non-human resources required to offer internal audit services in the hospital.
- Participate in the recruitment and induction, and disciplinary action and processes of internal audit section staff within the established policies and procedures in collaboration with the human resource section in the hospital.
- Supervise internal audit section staff together with their services, to ensure that they offer timely internal audit services within the expected standards, complying with the established policies, procedures and practices in the hospital.
- Ensure and coordinate continuous training and development of staff in internal audit section for their effective and efficient performance and productivity in the hospital.
- Ensure and provide internal audit advisory service to the hospital executive, board and other sections and units and other stakeholders through the appropriate media.
- Work with other section heads and specialists to solve single or multiple problematic integrity and accountability issue (s), whenever it arises in the hospital.
- Monitor and evaluate performance against standards or agreed targets, use audits, feedback loops and corrective action to ensure continuous improvement, prioritize and escalate issues resulting in non-compliance.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in Accounting, Finance or Business Management from a recognized institution
- b) Masters' Degree in Business or related field from a recognized institution will be an added advantage

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of the relevant legislations
- c) Knowledge of professional standards

Professional qualifications required to effectively perform in the role:



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- a) Registration with respective accredited regulatory or professional body.
- b) CIA, ACA, CPA, CISA

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Team building skills
- d) Organizational skills
- e) Problem solving skills
- f) Observation skills
- g) Analytical skills
- h) Ability to confront and probe
- i) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as an Internal Audit Manager.