

Vacancy Announcement

CIMERWA Plc

Position: Internal Control Specialist

Duration: Permanent

Location: Kigali

Reports to: Chief Finance Officer

Applicants should have:

Role Overview:

- The Internal Control role will be responsible for ensuring a strong internal control environment through the development of policies and procedures, ensuring their implementation and monitoring compliance.
- Ensure compliance to:
 - RSE listing requirements and any guidance in terms of proactive monitoring
 - Companies Act in so far as it pertains to financial reporting
 - King IV in so far as it pertains to financial reporting
- Ensure risk management from a finance process risk perspective and agree a prioritized list of projects/initiatives and implement these with the purpose of improving internal controls and decreasing financial process risk.

Minimum Qualification:

- Bachelor's degree in Accounting or Finance,
- Preferred qualifications: CIA, CA (SA), H dip Computer Auditing, CFE

Experience:

- 5 years prior experience in Finance in a RSE listed or Audit company. Internal audit experience will be an advantage.
- Knowledge of the mining and construction industry will be advantageous.
- Knowledge and understanding of IFRS, statutory legislation and regulations

Special Requirements:

- Technical audit and accounting knowledge, basic principles of project management, quality assurance skills, people management skills (including mentoring and coaching)
- Compliance/Legislative requirements: Corporate Governance, Internal audit standards, any other laws applicable to Rwanda
- Strong experience and interest for how technology and systems can support internal control effectiveness and efficiency
- Solid understanding and experience with internal control frameworks
- Striving for continuous improvement and optimization
- Flexibility in resolving issues and addressing changing priorities
- Travel requirements: within Rwanda and Africa
- Technical competencies:
 - Financial Acumen
 - Computer literacy

Competencies:

- Formulating strategies and concepts
- Delivering results and meeting shareholder expectations
- Relating and networking
- Leading and supervising
- Deciding and initiating action
- Persuading, influencing & negotiating
- Planning and organizing
- Entrepreneurial
- Adapting and responding to change
- Solid process orientated
- Results orientated - driving a high performing culture

Key Outputs:



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CIMERWA Ltd.

CIMERWA House, Kimihurura Sector

P.O. Box 644, Kigali-Rwanda

P.O. Box 21, Rusizi-Rwanda

Email: cimerwa@cimerwa.rw

Web: www.cimerwa.rw

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- Design, implementation and Monitoring of internal controls ensuring evidence of effectiveness is in place.
 - Recommendations for improvement around current policies, processes, procedures as it applies to financial risk management.
 - Provide support to finance policy owners with policy implementation.
 - Ensure all committee structures are appropriate; terms of reference are reviewed and assistance with governance committee packs, and action items.
 - Development and maintenance of an annual review plan of all policies and procedures.
 - Maintenance of the financial risk register (finance process risk).
 - Ensuring that all risks are mitigated to an acceptable level.
 - Conduct regular and ad hoc reviews of implemented internal controls.
 - Develop and conduct adequate training and prepare related information material on the internal control objectives, approach, and methodology to business partners on a regular basis to build knowledge and understanding of risks and control.
 - Ensure that segregation of duties are reviewed on a regular basis and remedial action taken.
 - Compile pack of evidence of effectiveness of internal controls for the purpose of internal and external audits.
 - Deliver adequate and timely action plans and monitor progress to address and resolve control deficiencies.
 - Actively engage with internal and external auditors to ensure consideration and resolution of all relevant risks and audit findings.
 - Ensure evidence is kept of all significant accounting decisions taken during reporting of interim and final results.
 - Manage the internal audit relationship; regular stakeholder engagement, drive the scope of audits together with internal audit as well as ensure all findings are resolved appropriately and timeously.
 - Actively seek standardization and automation, apply and implement best practices for managing internal controls and deploy innovative technology where possible to enhance and continuously improve the design and operating effectiveness of the controls, documentation, assessment and review procedures.
 - Network with group and industry counterparts; research frameworks and market trends and continuously improve methodology and standards.
 - Facilitate and co-ordinate the integration of the business-related risk requirements into the broader governance structures and ensuring the evidencing of key risk-related decisions.



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Application

Closing Date: 20 July 2023

Applications should be sent to Cimerwa.cimerwa@rw or hard copies delivered at either Kigali Office or Bugarama office.