

# Internal Audit Assistant

**Position Title:** Internal Audit Assistant

**Application Deadline:** 20<sup>th</sup> February 2026.

## About ENAF

Echo Network Africa Foundation (ENAF) is a Pan African philanthropic institution that empowers and advocates for girls and women in Africa, focusing on marginalized groups. Its 2023-2027 Strategic Plan aims to expand successful programs from Kenya to other countries, with the Kenya Country Office managing implementation while ENAF oversees resource mobilization.

## Job Summary

ENAF is seeking a disciplined and systematic Internal Audit Assistant to support our internal audit function. You will play a vital role in evaluating and improving the effectiveness of ENAF's risk management, internal control systems, and governance processes. This role is essential in ensuring the organization meets its strategic goals while maintaining high standards of compliance and financial integrity.

## Key Responsibilities

### Review of internal controls

- Examine and evaluate the adequacy and effectiveness of the internal control systems of ENAF
- Advise management on the adequacy of internal control systems of ENAF and give recommendations on improvement and continuously reviewing/monitoring implementation.
- Review the application and effectiveness of the risk management process, implementation of the risk management policy, and adequacy of risk responses taken to manage liquidity, reputational and other key risks impacting ENAF.
- Evaluate and review the accuracy and reliability of the accounting records and financial and operating reports.
- Evaluate information security and associated risk exposures
- Evaluate the effectiveness, efficiency and economy of the institutions' operations.
- Evaluate the system established to ensure compliance with legal and regulatory requirements, codes of conduct and implementation of policies and procedures.
- Provide investigative services to operations and business line management and any other advisory services required in line with the guidelines set out in the audit charter.
- Review operations and transactions of the institution that could adversely affect its well-being.
- Review the financial records of the institution with a view to detecting irregularities and illegal acts in the conduct of the ENAF's business.

- Assessing how well the business is complying with rules and regulations and informing management whether any issues need addressing.

### **Auditing**

- Conduct audit fieldwork under supervision, including reviewing financial records, operational processes, and compliance procedures.
- Perform tests of controls and substantive tests as per the audit program.
- Gather and analyze data, documents, and evidence to support audit findings.
- Conduct interviews with staff and management to understand processes and gather information.
- Document audit work meticulously in accordance with internal audit standards.
- Identify potential risks, control weaknesses, and instances of non-compliance.

### **Risk Management Support**

- Report risk management issues and internal control deficiencies identified directly to the audit committee and provide recommendations for improving the organization's operations, in terms of both efficient and effective performance
- Evaluate and provide reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization's objectives and goals to be met
- Review and assess risk in the accuracy of the management and financial information systems.
- Contribute to the identification and assessment of risks within various departments and programs.

### **Programme Audit Engagement:**

- Audit plans for the ENAF programmes office based on project risk assessments. Communicate the audit schedule as appropriate to the Heads of Programmes.
- Review office financial systems and report on compliance with the ENAF Policies and the Generally Accepted Accounting Principles and practices.
- Carry out special audits and investigations at the request of management.
- Validate implementation of audit recommendations by management on quarterly basis

### **Risk Advisory:**

- Advise management on the formulation of risk management strategies and policies and all operations areas of the organization with a view of ensuring all management policies adequately mitigate the risks identified
- Provide summaries of audit results and trends to management regularly and in subsequent audits determine that audit recommendations have been tracked and implemented by management.
- Provided trainings on risk managements, internal controls, fraud related topics, and consulting services, as appropriate
- Compile and maintain the organization's risk matrix in liaison with risk owners

### **External Coordination:**

- Manage internal and external relations that will enhance audit engagement of ENAF projects with Donors and development partners.

#### Reports and controls

- Presenting audit reports to the audit committee, and reporting on the status of implementation of internal audit recommendations.
- Preparing reports to highlight issues and problems and distributing the reports to the relevant Departments for action.

Any other duties that may arise from time to time.

## Qualifications

- **Education:** University degree in a related field, preferably Business Administration, Social Studies, Economics, or Finance.
- **Experience:** At least 3 years of related experience within a busy organization.
- **Technical Skills:** Practical experience in conducting needs assessments of Microfinance clients. Computer literate (specifically Word & Excel).
- **Communication:** Strong written and spoken English and Kiswahili. Good report writing, documentation, and presentation skills.
- **Analytical Skills:** Strong analytical and quantitative skills as well as familiarity with financial accounting.
- **Behavioral Competencies:** Ability to work without constant supervision, strong problem-solving skills, and the ability to evaluate business plans.

## Application Guidelines

Interested candidates who meet the criteria above are encouraged to send their application letters and detailed CVs on the recruitment portal:

<https://erecruitment.enafricafoundation.org/>.

The CVs should include the contact details of three referees. Only shortlisted candidates will be contacted.

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