

INTERNAL AUDITOR (Two Positions)

The West African Examinations Council, a sub-regional organisation responsible for the conduct of various examinations in the English-speaking West African Countries, invites applications from suitably qualified Ghanaians to fill vacant positions in its Internal Audit Department in Ghana.

Duties and Responsibilities

The successful applicant will report directly to the Head of the Audit Unit and will be required to assist in performing the following duties, among others:

1. Plan and appraise the Council's internal control system to ascertain its soundness and adequacy.
2. Review the financial and operational system of the Council on an on-going basis.
3. Appraise the methods used to safeguard assets of the Council and verify the existence of such assets.
4. Ensure adherence to the approved annual budget.
5. Perform pre-audit of payments.
6. Undertake any other assignments to be assigned from time to time by the Head of Audit Unit.

Eligibility Criteria

Qualification

Applicants must meet the following criteria:

1. Hold a good university degree (at least Second Class Honours) in Accounting from any recognized university.
2. Hold at least the final **Part two (2)** certificate of ICA, ACCA, CIMA or similar professional accounting qualification.
3. Be highly computer literate. Possession of **CISA** certificate will be an added advantage.
4. Must NOT be more than forty years of age at the time of application.

Experience

1. Applicants must have at least three (3) years post National Service experience acquired in an auditing environment.
2. Applicants must also have a working knowledge of **IFRS, ISA and IPPF**

Desirable Attributes

Applicant must

1. be a person of high integrity and reliability;
2. possess good communication (verbal and writing) and interpersonal skills;
3. have strong analytical and enquiring mind;
4. demonstrate the potential for leadership.

MODE OF APPLICATION

Interested candidates are requested to pick application forms from the Headquarters of WAEC, located at Shiashe, near the Gulf House, adjacent to the National Identification Authority. Application Forms could also be downloaded from the Council's website at - ***www.waecheadquartersgh.org***.

The completed Application Forms should be submitted not later than **30th March 2019**, to the following address:

The Registrar,
The West African Examinations Council
Headquarters
P.O. Box 125
Accra, Ghana
Attention: Deputy Director, HRM

*Please NOTE: Only shortlisted candidates will be contacted.