Vistari SEZ Limited - Job description

Job details	
Job title: Internal Audit Manager	**Line Manager title:** Head Internal Audit, Risk & Compliance
Department: Internal Audit, Risk & Compliance	**Location:** Eldoret, Kenya

Direct reports

- None

Job summary

The Internal Audit Manager leads the planning, coordination, and implementation of the company's internal audit programs, ensuring the effectiveness of internal controls, governance processes, and risk management systems across all operations. The role ensures compliance with professional auditing standards and provides independent, objective assurance to management and the Board on the adequacy of systems and controls. The position supervises internal audit officers, supports risk-based audits, conducts investigations, and monitors implementation of audit recommendations. Ultimately, the role contributes to transparency, accountability, and operational excellence across the textile and apparel value chain.

Key roles and responsibilities

- **Audit Planning & Execution**
  - Support the Head of Internal Audit, Risk & Compliance in developing and implementing the annual risk-based internal audit plan.
  - Plan and execute financial, operational, compliance, IT, and environmental audits in line with approved work programmes.
  - Perform pre- and post-audit reviews to assess adequacy of controls, efficiency of operations, and compliance with policies and regulations.
  - Prepare detailed working papers, audit evidence, and findings in accordance with IIA standards.
  - Conduct special audits, investigations, and spot checks as assigned.
- **Risk Assessment & Internal Controls**
  - Participate in identifying key risks across business processes and evaluate the effectiveness of internal control systems.
  - Monitor implementation of risk mitigation measures and corrective action plans.
  - Advise departments on strengthening controls and preventing operational or financial losses.
  - Support development of risk registers and periodic control self-assessments.
- **Reporting & Advisory**
  - Prepare concise and actionable internal audit reports highlighting key findings, root causes, and recommendations.
  - Present audit findings to management and track agreed corrective actions to closure.
  - Provide advisory support on process improvement, governance, and risk management.
  - Maintain communication with the Head of Internal Audit and functional managers on emerging audit issues.
- **Compliance Monitoring**
  - Ensure adherence to internal policies, financial procedures, statutory requirements, and trade obligations.
  - Conduct compliance reviews in procurement, finance, HR, production, and logistics to confirm policy implementation.
  - Report compliance gaps and propose remedial measures.
- **Quality Assurance & Continuous Improvement**
  - Maintain audit documentation quality and ensure adherence to the Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF).
  - Support the periodic review of audit methodologies, tools, and templates to improve efficiency and coverage.

- Benchmark best practices and promote a culture of continuous learning and ethical conduct within the audit team.

- **Leadership, Coordination & Capacity Building**
  - Supervise, mentor, and appraise audit officers to ensure high performance and professionalism.
  - Facilitate on-the-job training and knowledge sharing in auditing, compliance, and risk analysis.
  - Coordinate with external auditors, regulators, and other assurance providers for synergy and alignment.
- **Compliance with Vistari's Corporate Systems**
  - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture.
  - Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
  - Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures.
  - Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation.
  - Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
  - Any other related responsibilities that may be assigned by the Line Manager from time to time.

Academic and professional qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, Economics, or a related field.
- Professional qualification such as CPA(K), ACCA, CIA, or equivalent.
- Membership with ICPAK and/or Institute of Internal Auditors (IIA).

Work experience

- Minimum of twelve (12) years' progressive experience, with at least three (3) years in a senior internal audit role, preferably in a manufacturing or industrial environment.
- Demonstrated experience in risk-based auditing, internal control evaluation, and forensic reviews.
- Working knowledge of ERP systems and audit software.

Technical skills and behavioural competencies

- **Audit & Assurance Expertise:** Ability to plan and execute audits across financial and operational areas, ensuring adherence to international standards.
- **Risk & Control Analysis:** Skilled in identifying key control weaknesses, assessing risk exposure, and recommending sustainable corrective actions.
- **Financial Acumen:** Sound understanding of accounting principles, financial reporting, and cost structures in manufacturing operations.
- **Analytical Thinking**: Strong analytical and problem-solving skills with attention to accuracy and detail.
- **Report Writing & Communication**: Proficiency in preparing clear, concise, and insightful audit reports for decision-making.
- **Systems & IT Awareness**: Familiarity with ERP environments and data analytics tools for audit automation..
- **Values and work ethic:** High integrity, ethical judgment, results-driven approach, and commitment to accountability.

Sign off

Job holder name:	**Signature:**	**Date:**
Line Manager name:	**Signature:**	**Date:**
Secondary Reviewer name:	**Signature:**	**Date:**