



# KIAMOKAMA TEA FACTORY CO. LTD.

P.O. BOX 374 40202, KEROKA

TELFAX: 020-2342934

0724036028/0736941944/0770412596

Email: [info@kiamokama.ktdateas.com](mailto:info@kiamokama.ktdateas.com)



21<sup>st</sup> January, 2025

## KIAMOKAMA TEA FACTORY COMPANY LIMITED

### COMPANY INTERNAL AUDITOR

The company wishes to engage the services of an Internal Auditor. The ideal candidate shall be an independent and objective assurance and quality control professional who shall be expected to provide and offer independent and accurate evaluation of financial, operational and corporate governance perspectives of the company to the Board on a timely routine.

The duties and responsibilities of the Internal Auditor shall include but not limited to:

1. Timely assessment, mitigation and reporting to the Board of financial risks of the company;
2. Continuous gathering and analysis of data on financial, operational and corporate governance perspectives of the company and submission of attendant reports to the Board as appropriate;
3. Checking and verifying the accuracy of financial of financial reports generated by the company' s management and advising the Board on the same;
4. Continuous verification of transactions and company systems and reporting of the same to the Board;
5. Monitoring of the companies' business operations to ensure that the same adheres to the company' s policies, procedures, regulations and applicable laws, international auditing standards and report the same to the Board;
6. Monitoring, documenting the implementation process and status of Management Agency agreement entered into with the Management Agency and the Company;
7. Preparing and tabling reports on a timely basis on all company operations, Management Agency performance operations and with other service providers and regulatory authorities;
8. Review all transactional, operational financial processes and commitment with the Management Agent' s on line or in other media before the same are implemented and reporting on the same to the Board on a timely basis;
9. Gaining unrestricted access, view to and approval of all company transactions, operations and commitments on any platform on which the company' s business are transacted;
10. Audit and report on the implementation status of the Board Resolutions;
11. Verification of all tea auction transactions and reports thereon and report on the same to the Board;
12. Verification of the performance of all tea brokers engaged and, from time to time, retained by the Company to the Board;
13. Safeguarding of company assets through periodic and regular appraisals of attendant risks thereof and make appropriate recommendations to the Board;
14. Provide technical oversight over Tea buying Centres on matters relating to corporate governance, operations and projects and report on the same to the Board;
15. Any other duties and or responsibilities that the Board may assign to the office holder.

### **Required Qualifications & Competencies:**

The ideal candidate for this position must fulfill the following requirements:

1. Holder of a Bachelor' s Degree in Accounting, Finance or its equivalent from a university recognised in Kenya (Relevant Master' s Degree and Membership of Institute of Internal Auditors (IIA) will be an added advantage);
2. Holder of professional qualification (CPA(K), ACCA, CA);
3. Be a member of the Institute of Certified Public /Accountants of Kenya in Good Standing;



### DIRECTORS:

R. O. Nyagwachi (Chairman); J. O. Ombasa (Board Member); A. M. Obonyo; C. M. Moindi; M. Otiambo; R. O. Gisemba; J. K. Nyakagwa A. Nyasae (Secretary)



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4. Have at least three (3) years' experience in a similar and comparable computer based auditing system and or environment; and
5. Comply with the requirements of Chapter Six of the Constitution of Kenya, 2010.

### **Reporting arrangement:**

The Internal Auditor shall, through the Board Audit & Risk Committee of the Board, report to the Board.

### **Terms of engagement:**

The post shall be offered on a three-year contract, renewable subject to satisfactory performance.

### **Remuneration:**

Subject to company' s terms and conditions of service, the Board will offer a competitive market rate salary and allowances.

### **Application:**

Qualified candidates should submit scanned on line applications with all relevant attachments to email [info@kiamokama.ktdateas.com](mailto:info@kiamokama.ktdateas.com), addressed to:

The Chairman, Kiamokama Tea Factory Company Limited, P. O. Box 374 40202, Keroka.

So as to reach the designated postal address by 31<sup>st</sup> January, 2025.

Kiamokama Tea Factory Company Limited is an equal opportunity employer and consequently, persons living with disabilities are encouraged to apply.

**Note:** Canvassing shall lead to automatic disqualification from consideration for the post.



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