

JOB VACANCY ADVERTISEMENT!

INTERNAL AUDIT OFFICER REF: NO. NSSL/IAO/2025 (2 posts)

Nawiri SACCO is a regulated deposit taking SACCO with Headquarters in Embu town, Embu County. The SACCO currently has Twelve Branches and runs full fledged banking services.

The SACCO seeks to recruit qualified and highly motivated personnel to fill the above positions to support in its operations.

Interested candidates should send their applications accompanied by a detailed CV and copies of relevant certificates, testimonials, National ID card and valid Certificate of Good Conduct to: recruit@nawiri.co.ke quoting the Job Reference Number to reach by 5 P.M. on Wednesday 19th November 2025 or they can address as below quoting the Job Reference Number on the sealed envelope.

**THE CHIEF EXECUTIVE OFFICER
NAWIRI SACCO SOCIETY LTD
P.O. BOX 400-60100
EMBU**

BRANCHES

Embu Runyenjes Kairuri Kianjokoma Kathangariri Kiritiri Mbuvi Kanja Siakago Embu DownTown Makutano Githurai

INTERNAL AUDIT OFFICER REF NO: NSSL/I.A.O./2025 (2 post)

MAIN DUTIES AND RESPONSIBILITIES

- i. Carrying out routine, investigative and special internal audit assignments.
- ii. Assisting in reviewing annual audit programmes/procedures.
- iii. Performing post audit reviews to determine the extent to which recommendations have been implemented.
- iv. Assisting in preparation of audit reports and follow up on implementation of recommendations
- v. Participating in surprise audit checks and verification of payment to ensure validity and accuracy.
- vi. Preparing an implementing annual audit plans in liaison with the internal auditor.
- vii. Examining the overdrawn accounts and informing the relevant authorities for necessary action.
- viii. Examining the various accounts held by the treasury officer and the assistant treasury officer in relation to their balances and requesting for reconciliations in case of balances.
- ix. Vouching of cash documents from all the branches.
- x. Stock verification of all the purchases received in the main store.
- xi. Performing any duties that may be assigned by the internal Auditor from time to time.

MINIMUM QUALIFICATION

- i. Must be fully completed CPK K
- ii. A diploma in banking or accounts will be an added advantage
- iii. Must have attained a C+ in KCSE
- iv. Must be computer literate
- v. Have demonstrated high analytical and communication skills.
- vi. Understand Sacco policies and procedures
- vii. Minimum 3 years' relevant experience