



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

INTERNAL ADVERT

Applications are invited from suitably qualified and experienced persons to fill the following posts:

***NB: Manicaland State University of Applied Sciences** is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.

INTERNAL AUDIT

Assistant Internal Auditor (1 Post)

Desired Qualifications

Applicants should possess a minimum of a Bachelor of Accountancy/Auditing Degree or equivalent plus at least four (4) years hands on experience in a similar environment. MCom in Accounting/equivalent, or Certified Internal Auditor (CIA) would be a further added advantage. Knowledge of computerized accounting packages/systems will be a distinct advantage. Applicants should preferably be members of the Institute of Internal Auditors in Zimbabwe. Must be highly computer literate with a deep understanding of internal controls and accounting systems. MCom in Accounting and, or Certified Internal Auditor (CIA) would be a further added advantage. Proficiency in using Microsoft Word, Excel, Power Point e.t.c. and excellent communication and interpersonal skills. Must maintain high levels of integrity and confidentiality, and be emotionally mature and self-driven ability to deal with staff at all levels with tact and courtesy. Ability to work under pressure with minimum supervision.

Duties and Responsibilities

- Assisting Internal Auditor in producing a risk based annual audit plan.
- Assisting external auditors in the performance of financial year end audits.
- Check on accuracy of financial statements and income returns.
- Compliance testing and substantive testing
- Assist in reporting audit findings to management and Audit Committee and making recommendations for system improvements.
- Spot checks and surprise cash counts.
- Verification of physical existence of assets.
- Maintenance of files and documents.
- Special audit assignments as directed by the Internal Auditor.
- Presents audit findings to the Audit Committee and agrees on issues arising.
- Comes up with recommendations to improve work processes and procedures.
- Assists in conducting fraud and other special investigations.
- Conducts follow up audits.
- Assist in assessing University risks, ranks and advises management on areas where improvement is required.

- Any other duties as assigned from time to time.

APPLICATIONS

Applicants must submit an application letter, certified copies of certificates, transcripts, national identification (ID & birth certificate) and detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, contact details, names and addresses of three referees addressed to:

**Assistant Registrar
Manicaland State University of Applied Sciences
Bag 7001 Guthrie Road
Mutare**

The application pack should be sent as a ***single pdf file*** to e-mail address ***recruitment@msuas.ac.zw*** plus one hard copy of the application pack (certificates and transcripts must be certified) to be submitted to the Human Resource Office by no later than 1400 hours on Friday, 10 July 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.