



**3<sup>rd</sup> May 2025**

## **VACANCY ADVERTISEMENT**

**RUPSA SACCO Society Limited (formerly known as PCEA RUIRU SACCO Society Limited)** is a Christian-based non-withdrawable deposit-taking Sacco with a diverse membership of over 8,000 members. The Sacco is regulated by the Sacco Societies Regulatory Authority (SASRA) and is based in Ruiru Town. The Sacco is seeking to recruit competent and qualified officer with high synergy to meet the SACCO's growth projections in the following area.

### **INTERNAL AUDITOR (REF: PRS/IA/01/25)**

Application deadline: - 12<sup>th</sup> May, 2025

**Job Type: Contract – Three (3) Years (Renewable on performance).**

#### **Purpose:**

Reporting to the Rupsa Board, S/he shall be responsible for monitoring internal control, independent consulting, and assurance on activities in the office, designed to add value and improve the operations through internal control systems and compliance with the laws and regulations

#### **ROLE & RESPONSIBILITIES**

- i) Verify records and financial statements created by other Employees
- ii) Carry out risk analysis of Sacco's Operations and manage the Sacco risk register
- iii) work very closely with all departments
- iv) Review accounting records and financial data to check for accuracy
- v) Note and highlight errors within the accounting records
- vi) Review invoice, verify payment vouchers and schedules to determine their authenticity
- vii) Making surprise checks on Physical cash in hand
- viii) Prepare quarterly and annual Audit reports for the manager  
Appraisal
- ix) Ensure Compliance with Sacco Policies
- x) Ensure figures, postings, and documents written by accounting are properly coded and Accurate
- xi) Scrutinize expense accounts, commissions, loans, Interest, account payment, bank records and inventory.
- xii) Compare records with records entries
- xiii) reviews tax forms and returns
- xiv) Audit Payroll Including Employees Compensation, Pension

Contribution, NHIF, NSSF, etc. Advice on regulatory  
xv) Document Internal Audit Assignments and Compile Auditing reports

### **MINIMUM QUALIFICATION**

- 1) Bachelor of Commerce Accounting or related degree with CPA(K) Qualification or ACCA
- 2) CISA, CFE is an Added Advantage
- 3) Minimum 2 years Internal Audit experience in a financial institution preferable a regulated Sacco
- 4) Computer Proficiency in Computer application, especially in accounting packages and system
- 5) Must have been involved in audit service with financial statements.
- 6) Knowledge of various Sacco software systems added advantage.
- 7) Knowledge of Sacco, GOK and other stakeholder's rules and regulations.

### **How to apply**

Interested and qualified applicants are requested to send their applications, curriculum vitae(CV) and testimonials through the email [vacancies@pcearuirusacco.com](mailto:vacancies@pcearuirusacco.com). Indicating **expected gross salary**.

The application should be addressed to;

**THE CHIEF EXECUTIVE OFFICER,  
RUPSA REGULATED N-WDT SACCO SOCIETY LTD,  
P.O BOX 1497-00232,  
RUIRU.**

Only shortlisted candidates will be contacted.