

## Vacancy Announcement Internal Control Assistant

### Position Description

<b>Position Title:</b>	<b>Internal Control Assistant (Contract based)</b>
<b>Reporting:</b>	The <b>Internal Control Assistant</b> reports directly to the Group Chief, Internal Controller & Compliance Officer.
<b>Location</b>	Nairobi, Kenya
<p><b>African Guarantee Fund (AGF)</b></p> <p>The African Guarantee Fund - for Small and Medium-Sized Enterprises Ltd (AGF) is a Pan-African non-bank financial institution founded by the Ministry of Foreign Affairs on behalf of the Government of Denmark through the Danish International Development Agency (DANIDA), Ministry of Foreign Affairs and Cooperation on behalf of the Government of Spain through the Spanish Agency for International Development Cooperation (AECID) and the African Development Bank (AfDB) in 2011. AGF has since been joined by the Agence Française de Développement (AFD), the Nordic Development Fund (NDF), Investment Fund for Developing Countries (IFU), German Development Bank (KfW) and the French Agency for Private Sector (PROPARCO).</p> <p>AGF's primary mandate is to assist financial institutions (FIs) in Africa to scale up their SME financing through the provision of partial loan guarantees and capacity development assistance. It seeks to bridge the financing gap across the continent for SMEs. AGF products and services provide FIs with the means, which they can leverage in bringing their African SME financing interventions to the required scale.</p> <p>AGF contributes to the promotion of economic development, vital for prosperity, stability and poverty reduction in Africa through two lines of activity:</p> <ul style="list-style-type: none"> <li>- Provision of a mix of financial guarantees and other products, which reduce the risks sustained by FIs when lending to SMEs that have insufficient collateral. These guarantees contribute to reduce the inability of SMEs to provide acceptable guarantees required by FIs prior to lending.</li> <li>- Support for capacity development of the partner FIs to enhance their capacity to appropriately assess loan requests from SMEs and to mitigate risks associated with the guarantee.</li> </ul> <p>AGF operates according to market principles and is a commercially viable venture with operations in 40 countries in Africa and is gradually expanding to other countries to cover the whole of Africa. AGF is rated 'AA-' by the globally renowned Fitch Ratings Agency.</p>	
<b>Position Summary</b>	
The Internal Control Assistant will be responsible for assisting the Group Chief Internal Controller & Compliance Officer in performing internal audit and compliance activities.	

### **Major Duties and Responsibilities**

- Contribute to the development of the annual risk-based audit plan.
- Establish and update risk-based audit programs.
- Carry out scheduled assurance or consulting engagements at the Group or subsidiaries level as assigned.
- Review effectiveness and efficiency of internal control system.
- Make follow-up on the implementation of the audit recommendation and ensuring that improvements are made.
- Prepare audit reports on findings of the engagement with the entity's management attaching relevant supporting documents/audit evidence and document their comments on these audit findings.
- Perform compliance activities in line with the company compliance framework (AML/CFT including).
- Determine compliance with AGF policies and procedures and assist the management in implementation of company policies through reporting on adherence or non-adherence of laid down policies of the company.
- Review company's compliance with external laws and regulations, and to ensure adherence.
- Evaluate and report on the effectiveness and efficiency of the implementation of management policies and procedures.
- Prepare a weekly, monthly and quarterly activities report.
- Perform any other task as assigned by the Group CIC.

### ***Qualifications, Knowledge, Skills & Experience Required***

#### **Desirable skills, knowledge and experience**

- Bachelor and/or Master's degree in Auditing or Finance or Business Administration or Risk Management or Compliance.
- Professional Accounting Qualification (CIA, CRMA, CFE or CPA or any relevant qualification).
- At least 2 years relevant experience in the financial services industry or in an auditing firm.
- Strong analytical, written/oral, communication.
- Ability to handle multiple assignments under pressure while meeting tight deadlines.
- Hands on experience in developing and managing audit plans and strategies.
- Strong risk-based audit capabilities.
- Good knowledge of and experience with IPPF (International Standards for the Professional Practice of Internal Auditing) and AML/CFT international standards and requirements.
- Good knowledge of, and experience with General Accounting Principles, International Financial Reporting Standards.
- Good knowledge and understanding of Financial Planning and Management, Financial Scheduling and Audit Reporting.
- Ability to compile and report results of activities.
- High degree of computer literacy a must.

- Excellent communication, interpersonal and management skills.
- Bilingual – fluency in English is a must and French will be a great plus.

#### *Skills*

- Advanced problem solving, critical thinking, and analytical skills.
- Good operational risk management skills.
- Strong prioritization skills.
- Advanced interpersonal and relationship management skills.
- Advanced presentation and communication skills.
- Strong negotiation and conflict resolution skills.
- Demonstrated ability to work in an evolving environment.
- Ability to learn quickly / develop the necessary skills.
- Team player with strong interpersonal and leadership skills
- Must have coaching skills.
- Excellent project management and consulting skills.
- Excellent IT skills.

#### ***Additional eligibility competences and desired characteristics***

- Attentiveness to details.
- Ability to use spreadsheets and accounting software.
- Willingness and ability to travel.
- Self-driven individual with a passion and flair for helping SMEs to succeed.
- Ability to work in a professionally and culturally diverse setting.
- Willingness to travel and work under minimum supervision.

#### *Eligibility*

**The position is open to candidates of any country.**

**The position will be for a period of 6 months and renewable based on satisfactory performance.**

#### **Applications**

Applicants should apply by email attaching a cover letter summarizing their relevance to this position and a detailed Curriculum Vitae sent as one document to:

[recruitment@agf.africa](mailto:recruitment@agf.africa)

“AGF - Application for Internal Control Assistant” should be clearly marked on the subject line of the email message.

Applications will be considered until 29<sup>th</sup> February 2024 or until the position is filled.

**Only short-listed applicants meeting the above requirements will be contacted.**

**We invite you to learn more about us at:**

[www.agf.africa](http://www.agf.africa)

