



**The Microfinance Support Centre Ltd**

**Plot 32, Nakasero Road, Kampala**

**P. O. Box 33711 Kampala, Uganda**

**Tel: 041-4233 665/ 031- 263 779, Fax: 041-4233 673**

**Email: [msc@msc.co.ug](mailto:msc@msc.co.ug)**

**ADVERTISEMENT FOR VACANT JOB**

**Position: AUDIT OFFICER**

**Reports to: SENIOR AUDIT OFFICER**

**Job Holder:**

**Purpose:**

To execute risk-based internal audits for the Company and the clients per the annual audit plan and assist with other internal audit matters and projects in conformity with regulatory frameworks and best risk management practices.

**Key Result areas.**

1. Implement internal audits assignments as allocated by the Manager
2. Well-maintained audit records
3. Prompt identification of risk potential areas in the Company and recommend timely remedial action.

**Key tasks**

- Execute risk-based audits by the annual work plans and as instructed by the supervisor by:
- Determining the scope of review in conjunction with the Manager Internal Audit and Compliance
- Conducting a risk assessment of assigned department or functional area in established/required timeline
- Establishing risk-based audit programs
- Reviewing the suitability of internal control design
- Conducting audit testing of specified areas and identifying reportable issues and dimensions of risk
- Determining compliance with policies and procedures.
- Agreeing on audit findings with management and drafting a comprehensive and complete report of the audit area for the attention of the internal audit management.
- Support the audit team in creating and maintaining audit working papers in compliance with IIA standards.
- Assist the audit team in evaluating the adequacy of any new system's internal controls.
- Participate in conducting audits of the Zonal Office and the MSC clients.
- Assist the internal audit team in identifying potential risk areas in the Company and recommend remedial action.
- Participate in conducting impromptu or spot audits.
- **Any other duties allocated by the Manager of Internal Audit and Compliance**

**Qualifications and experience:**

- Honours degree in any of the following fields; Computer Science; Information Technology, Business Administration, Economics, Statistics, Commerce, Development Finance and Banking or any other related discipline from a recognized University / Institution.
- Possession of relevant professional qualifications, i.e. CIA, CFS, ACCA, is added advantage
- Two (02) years of progressive working experience in internal auditing in the financial service sector or related field with at least 5 years of related work experience in a reputable organization
- Possession of relevant computer skills is a must.

- Experience in automated accounting and auditing systems in a reputable service sector organization is an added advantage, especially in the financial sector.

**Competencies/Person Specifications:**

- Ability to navigate various financial reporting systems.
- Ability to maintain professional performance standards by keeping current with best Internal Audit practices through self-training and participating in recommended courses and in-house training
- Ability to build relationships and relate well with others to facilitate the accomplishment of work targets
- Ability to demonstrate high levels of integrity
- Ability to pay attention to detail but able to quickly grasp the big picture
- Ability to analyze and produce accurate information
- Ability to maintain confidentiality.
- Excellent understanding of the standards of the Institute of Internal Auditors (IIA) and ability to fully comply with IIA standards
- Ability to effectively communicate through written and oral means

Candidates with the requisite qualifications should send their application with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right corner to be received not later than **18<sup>th</sup> February 2026**. Shortlisted candidates will be informed of the status of their applications by **4<sup>th</sup> March 2026**.

**Job Applications should be addressed**

**to:**

The Recruitment Specialist  
 The Microfinance Support Centre Limited,  
 Plot 32, Nakasero Road  
 P.O. Box 33711 KAMPALA

MSC is an equal opportunity employer and is open to transparent recruitment processes. Any form of lobbying /canvassing for support will lead to disqualification of the concerned candidate. Submission of falsified academic documents and/or false information regarding their experience and qualifications will lead to automatic disqualification and possible prosecution.

*The Microfinance Support Centre Ltd, Plot 32, Nakasero Road, Kampala, P. O. Box 33711 Kampala, Uganda*

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*X : [@MSCuGanda](https://twitter.com/MSCuGanda)*