



ARUSHA MEAT COMPANY LTD

P. O. BOX 14167

ARUSHA
TANZANIA

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REF. NO. AMCO/STF/010/27

DATE:24/08/2021.

JOB VACANCY READVERTISED.

JOB TITLE: INTERNAL AUDITOR (1POST)

Arusha Meat Company Limited is a Company owned by Arusha City Council. The Company deals with Slaughtering Services and Meat Processing. Currently the Company is looking for an experienced Internal Auditor, who is willing to work hard and grow with the company. The Internal Auditor will report to the General Manager and will be responsible for taking on variety of tasks that allow for the successful Completion of planned Auditing programs.

Responsibilities of the Internal Auditor.

- i. To plan, Coordinate and direct all internal audit Operations of the Company.
- ii. To advice the General Manager on the soundness of the financial policies and regulations.
- iii. To advice the adequacy and utilization of accounting and financial procedures for safeguarding the company assets and financial resources.
- iv. To investigate and report on all financial and accounting operations of the Company.
- v. To audit the Company's revenues, and expenditure Statements.
- vi. Will be responsible to audit and review the Company assets, inventories report and advise on any required improvement.



- vii. To ascertain the level of Compliance of all Manual and other regulations applicable to the Company.
- viii. Responsible in reviewing departments Operational Procedures and report or advise any required improvements.
- ix. Will be responsible to review and report on the adequacy of the financial Operations to ascertain whether they are consistent with the Company objectives.
- x. To review and report on established Controls over the receipts, custody and utilization of financial assets and resources of the Company.
- xi. The Internal Auditor shall also deal with specific matters as follows
 - a) To conduct Monthly physical cash count and reconcile with accounts data.
 - b) To conduct quarterly physical stock count and cross check with accounts data. Any discrepancies noted will alert the General Manager.
 - c) Should identify errors of the procedures which will be rectified with the help of the Accounts and finance department.
 - d) To submit the report to the General Manager and the Management Meeting on Monthly or quarterly basis.
- xii. Will do any other task assigned by the Employer.

Internal Auditor requirements and qualifications.

- i. Bachelor degree or Advanced Diploma in Accounts.
- ii. Must have a Minimum qualification of CPA/ ACCA/ CA and be registered with NBAA as Authorized Auditor.
- iii. Ability to handle multiple tasks with varied timelines.
- iv. Exceptional communication and problem-solving skills.
- v. All applicants must be Citizens of Tanzania with not above 45 years of age.
- vi. He / She must have a minimum experience of at least 3 years.

Note:

- Applicants must attach their Certified Copies of the Academic, birth Certificate and other relevant Certificates.
- Hand to hand submission of Application letter will not be accepted.
- Only shortlisted Candidates will be informed on a date for the interview.
- Must attach two copies of Current Passport Size with their full name at the back.



- Must attach a copy of National Identity Card or number.
- Attaching copies of the following Certificates is strictly not accepted:
 - Form iv and vi results slips.
 - Testimonials and all Partial Transcripts.

REMUNERATION: Will be according to Arusha Meat Company Salary Scale. **AMCM 1.**

How to apply

Address your application letter together with your detailed CV with three referees through Postal Office to:

The General Manager,
Arusha Meat Company Limited,
P. O. Box 14167.
Arusha.

APPLICATION DEADLINE: Deadline for application is **10th September 2021.**

NB: For those who had already applied they should not apply again.

