



INTERNAL AUDITOR — JOB DESCRIPTION (JD)

Job Title: Internal Auditor

Reports To: Chief Financial Officer (CFO)

Department: Finance

Location: Rhino Payment Services Limited, TMT Building, Naguru-Bukoto

Employment Contract: Fulltime

RukaPay is transforming digital payments in Uganda — delivering diverse, reliable, and secure payment solutions for individuals and businesses.

We're seeking a skilled and independent Internal Auditor to strengthen our governance, accountability, and compliance frameworks as we grow.

Apply Now: Send your application to info@rukapay.co.ug or hr@rukapay.co.ug and take the first step toward a career that matters. **Deadline: 25th October, 2025**

Key Responsibilities:

- Conduct independent and objective audits of financial, operational, and compliance processes across the company.
- Review internal controls, risk management practices, and governance frameworks to ensure adequacy and effectiveness.
- Investigate incidents of fraud, misuse of funds, or operational weaknesses, and recommend corrective measures.
- Assess compliance with the National Payment Systems Act, Data Protection & Privacy Act, and Bank of Uganda guidelines.
- Prepare detailed internal audit reports with findings, recommendations, and follow-up action plans.
- Support management and the board in strengthening accountability, transparency, and corporate governance.
- Conduct periodic risk-based audits of high-priority areas such as trust accounts, revenue cycles, IT systems, and procurement.

Key Performance Indicators (KPIs):

- **Audit Coverage:** Completion of at least 4–6 risk-based audit assignments annually (financial, operational, compliance, IT).
- **Quality of Reporting:** Timely submission of accurate, well-documented audit reports with actionable recommendations (within 10 working days of fieldwork).
- **Implementation Rate:** At least 75% of audit recommendations implemented by management within agreed timelines.
- **Regulatory Compliance:** Zero critical audit findings from external regulators (Bank of Uganda, URA, etc.) linked to areas under review.



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- **Fraud Detection & Prevention:** Proactive identification of control gaps and prompt reporting of suspected fraud, with evidence-based findings.
- **Board & Management Support:** Positive feedback from CEO/Board Audit & Risk Committee on relevance, independence, and quality of audit work.

Qualifications and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- At least 3 years of relevant experience in internal audit, risk management, or compliance (preferably within fintech, banking, or telecom).
- Professional certification (CIA, CPA, ACCA, CISA) is highly desirable.
- Strong knowledge of risk management, internal controls, and audit methodologies.
- Excellent report-writing, communication, and analytical skills.
- High level of integrity, independence, and sound judgment.

Key Attributes:

- Ability to work independently on a part-time/consultancy basis.
- Strong attention to detail and investigative skills.
- Commitment to professional ethics and confidentiality.