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Excellent Career Opportunity

A. KIMISITU DT SACCO OVERVIEW

Kimisitu DT Sacco ‘the SACCO’ is one of the fastest growing National and ISO 9001:2015 certified Tier-1 Deposit Taking SACCOs in the region. The SACCO was registered in 1985 and is regulated by SASRA (SACCO Societies Regulatory Authority of Kenya). Kimisitu DT SACCO has an open membership, majorly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporations and businesses both locally and internationally. Our mission is *“We are committed to championing the financial independence of all our members”*, underpinned by prudent resource mobilization and exceptional customer care.

Kimisitu DT SACCO is seeking to recruit a dynamic, self-driven, and result-oriented individual to join her team in her fast-paced, modern work environment, to fill the vacancy listed below:

Job Title: Internal Audit & Risk Manager	Reporting to: Chairman – Audit & Risk Board Committee & Chief Executive Officer, administratively.
Department: Audit & Risk	Location: Nairobi
Grade: Band Two (2)	Date: 26 January 2026

Position Summary:

The Audit & Risk Manager is responsible for conducting independent, impartial, and objective internal audit exercise and liaise with external auditors during interim and final audits, analyze business policies, processes, procedures, and ensure compliance.

Key Responsibilities:

- Analyze and verify financial statements of the SACCO are prepared in accordance with IFRS, IAS and the SACCO Societies Act to meet the disclosure requirements in accordance with prevailing rules and regulations.
- Audit to determine sufficiency of documentation of the credit processes to advise if the necessary steps are followed.
- Review existence of fixed assets of the SACCO, audit to confirm they have been safeguarded, in proper physical condition, and they are correctly valued.

- Analyze investments made by the SACCO to ensure that the investment policy has been adhered to, SACCO investments are safe, don't exceed such a proportion of the prudential standards that have been set and are made for the good of the SACCO.
- Audit all operations of the SACCO, review controls, evaluate their adequacy and functionality.
- Review the economic efficiency and effectiveness in the utilization of the SACCO resources so that its objectives are achieved.
- Develop annual audit plans for approval by appropriate authority and ensure that routine audits are carried out as per agreed plan.
- Provide appropriate risk assessments, profile, make appropriate recommendations and update and maintain the SACCO risk register.
- Conduct discussions with Line Managers on commencement and completion of all audits.
- Monitor compliance with policies, plans, procedures, statutory requirements, and regulations.
- Liaise with external Auditors to foster co-operation, reduce duplication of effort, and ensure appropriate sharing of information.
- Analyze the SACCO accounting system and ensure one official cannot originate and complete a transaction, monitor, and implement well-defined segregation of duties.
- Analyze and review implementation of business policies, processes, procedures and ensure compliance.
- Assist the BOARD with governance of the SACCO by advising on the direction in various issues.
- Develop, implement, and maintain sound audit manual detailing audit practices, procedures, and standards.
- Review automated audit work papers prepared by the audit staff to ensure sound audit theory and compliance with the department's methodology.
- Prepare management reports as required.
- Participate in the preparation and implementation of the Strategic Plan.
- Assist in coordinating the activities of Audit and Risk and Management Committee in consultation with the office of the Chief Executive Officer.

Perform any other responsibility assigned from time to time.

Knowledge: Qualifications & Experience

- Bachelor's degree in finance or accounting.
- Master degree and Diploma in cooperative management and CISA is an added advantage.
- Professional accounting qualification CPA K / ACCA / ACA / CFA.
- Member of ICPAK or relevant professional body.

- Minimum eight (8) years relevant experience.
- Computer literacy.
- Experience in Sacco operations.

Personal Attributes required for this role:

- Sound leadership skills
- Attentive to details.
- Good communication and interpersonal skills
- Systems audit experience
- Works Independently with minimum supervision.
- Analytical and result oriented.
- A person of integrity
- Good problem-solving skills.

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form on this link [INTERNAL AUDIT AND RISK MANAGER-1 – Fill out form](#)

The data form must be fully filled. Incomplete forms will be disqualified. In addition, the applicants should send an application letter with a detailed CV to [**jobs@kimisitusacco.or.ke**](mailto:jobs@kimisitusacco.or.ke) by Monday, 9th February 2026, clearly stating the subject of the email as “Internal Audit and Risk Manager”. People with disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.

[Kimisitu DT Sacco Ltd is an equal opportunity employer](#)