



VACANCY ANNOUNCEMENT

AUDIT OFFICER

JOB PURPOSE »»

To lead and coordinate regional operations, implementing strategies to drive sales, resource mobilization, and membership growth, while ensuring operational efficiency and effective cost management.

KEY RESPONSIBILITIES »»

- Assist the Internal Auditor to establish effective internal control systems to safeguard the resources and assets of the Society.
- Collaborate with Internal Auditor to develop, implement and maintain internal audit plans, policies and procedures in accordance with local and international best practice.
- Ensure that the Society complies with internal regulations and established internal controls to reduce business and financial risks.
- Collaborate with Internal Auditor to perform audits of Departments, Regional offices and sales points/agency to ensure the Society meets its financial and operational objectives while ensuring value for money.
- Review management financial reports monthly to ensure compliance with relevant accounting principles and standards.
- Perform quarterly stock count of the central warehouse and report on variances and any warehouse issues identified.
- Conduct a follow-up audit to monitor and report update on management's interventions to the appropriate Department/Region/Business Committee.

COMPETENCIES »»

- Minimum of a 1st degree in Business Administration (Accounting Option) and ACCA or ICA Ghana Part II with minimum of three (3) years relevant work experience in a similar role with a reputable organisation.
- Knowledge of Companies Act, Labour Act, Pensions Act, Income tax laws and other relevant laws.
- Good verbal and written communication skills in English and fluent in one or more Ghanaian languages.
- A passion and deep commitment for the spreading of the word of God.
- Ability to plan, coordinate and manage self to deliver results.
- Good presentation, administrative, organizational and communication skills
- Ability to pay attention to detail.
- Excellent Reporting Writing Skills.
- Possession of a high sense of integrity.
- Adept at the use of Microsoft Office.
- Confidential and tactful

MODE OF APPLICATION

Application letters, CV and other supporting documents should be forwarded to jobs@biblesociety-ghana.org not later than 2nd May 2025.

NB: Only successful applicants will be contacted.