

## Internal Control Officer

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Company: Dangote Group

Location: Ndola

Category: other-general

Execution of internal control policies and procedures to ensure their implementation and monitor to effective compliance.

Protects the company from engaging in potentially illegal or unethical activities that could result in potential loss and have an adverse effect on the company.

Ensuring effectiveness and efficiency of operations in the Plant location.

Ensuring reliability of financial reporting.

Ensuring compliance with applicable laws and regulations.

Ensuring the safeguarding of company assets through proper monitoring.

Reviewing and signing off all payments vouchers on daily basis.

Vet, Query and Approve/Disapprove all Prepayment transactions.

Reviewing and signing off all Purchase comparatives analysis before Purchase orders are raised and subsequent issue of Purchase Orders to intending suppliers.

Review of Cash Call request for Group Head Office final approval.

Making a detailed report on the Plant activities from Internal Control Point of view and reporting same to Group Head Office on Monthly basis.

Reviewing of all salaries and wages including third party payments are made.

Reviewing of all procurement's activities and vendor payments.

Reviewing of all Logistics Department activities including terminal payments, import duties and other clearing charges.

Reviewing of Transport Department activities.

Computation and review of all customer's volume rebate before it is passed to Head office for final approval.

Submission of Monthly reports on the review of all activities of the Plants.

Support the training of staff personnel on Internal Control documentations and procedures.

Training/guarding of staff personnel in performing SAP GRC

Performing SAP GRC Manual Control Performance (MCP)

Performing SAP GRC Manual Test of Effectiveness (MTOE)

Reviewing of SAP GRC Manual Control Performance (MCP) for other Pan Africa locations as may be assigned by the Supervisor.

Reviewing of SAP GRC Manual Test of Effectiveness (MTOE) for other Pan Africa locations as may be assigned by the Group Head Internal Control.

Any other function as may be assigned by the Head, Internal Control/Prepayment Audit.

## **Requirements**

- Minimum of bachelor's degree (BSc) in Accounting/ Finance/ Economics
- Full Grade Twelve school certificate
- Relevant professional qualification such as ACCA, CIMA among others
- Relevant, Recognized and Accredited Professional Accounting Qualification(s)
- Minimum of seven (7) years progressive and relevant experience

Hands on experience in ERP system, preferably SAP.

## **Benefits**

- Medical Insurance Cover
- In-House Pension Scheme
- Production Bonus
- Life Assurance

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