CUTTINGTON UNIVERSITY

SUAKOKO, BONG COUNTY
P. O. BOX 10-0277
1000 MONROVIA 10, LIBERIA
WEST AFRICA

Email: hr@cu.edu.lr
Website: www.cu.edu.lr
jgbemon@cu.edu.lr

OFFICE OF THE DIRECTOR
HUMAN RESOURCE DEPARTMENT

VACANCIES ANNOUNCEMENT FOR INTERNAL AUDIT

Position Title: **INTERNAL AUDIT (1 PERSON)**
Reports to : The President
Duty Station : Suakoko, Bong County
Start Date : November 1, 2025
Closing Date for the Submission of Application: October 31, 2025 at 5:00 pm
Salary and Benefits: Commensurable salary, housing, other benefits, etc.

ABOUT CUTTINGTON UNIVERSITY

Founded in 1889, Cuttington University is Liberia's premier private institution of higher learning, committed to academic excellence, ethical leadership, and national development. The University offers undergraduate and graduate programs across three campuses to a diverse student body.

POSITION REQUIREMENTS:

Cuttington University is seeking qualified, well-ordered, and innovative individuals who wish to become part of a dynamic, creative and innovative team to serve as Internal Audit her three (3) Campuses. The University is dedicated to this mission by striving to produce highly qualified graduates of strong moral fiber, who exemplify a commitment to the betterment of society and an abiding faith in God.

POSITION SUMMARY

The Assistant Manager for Internal Audit holds primary responsibility to provide an independent review of the University's risk management, governance, and internal controls to ensure that processes are operating effectively. He/she is expected to develop an audit plan/s and submit to the Board of Trustees' Audit Committee through the President for the Board of Trustees' approval.

Additionally, internal audit reports shall be submitted to the Board of Trustees' Audit Committee through the Office of President.

KEY RESPONSIBILITIES:

- Perform routine to complex internal audit engagement work;
- Identify audit scope and develop annual plans within the University;
- Assess the institution's risks and the effectiveness of its risk management efforts
- Ensure that the institution (departments) is complying with relevant policies and guidelines
- Evaluate internal control and make recommendations on how to improve the system
- Identify shortfalls or gaps in processes;
- Promote ethics and help identify improper conduct within various departments;
- Investigate fraud;

- Communicate the findings and recommendations to management;
- Provide an in-depth dive into the institution's operational dealings and processes, analyzes and converts the information into meaningful and insightful data to improve operations;
- Consistently reviewing the institution's business practices;
- Evaluating that risk management procedures are in place;
- Ensuring laws and regulations are compliant;
- Determining the organization's compliance with relevant laws and regulations;
- Evaluating and making recommendations that can assist in improving internal control;
- Offering an objective source of independent advice to help reach the goal and achieve legality and validity;
- Test the adequacy and reliability of the accounting systems;
- Direct the review and verification of records, compliance with standard, policies and procedures, ensuring that the university's policies and procedures are followed, and recommends changes;
- Performing audit assignments assigned;
- Follow up the audits to monitor managements' intervention;
- Verify the proper application of procedures;
- Over-see audit findings and recommendation.

Qualities required of a professional Internal Auditor

- Integrity – High ethical work standards.
- Good communication skills – Ability to explain their findings and insights.
- Diversity – Ability to change with current trends and affairs.
- Assertiveness – Be confident during the audit process and take control of the agenda.
- Reliability – They must be ready to be available for all critical audit processes by investing their time and energy
- Closely linked to accounting and handles the figures on a daily basis;
- Ensure that the institution's financial management and sustainability are sound;
- Perform any other duties that may be assigned by the President of the University.

Minimum Qualification

- Knowledge and level of competency commonly associated with the completion of a Master's degree in accounting, finance, business, or a related field;
- Strong analytical and problem solving skills, relevant work experience of a minimum of three (3) years in auditing or finance are vital to this role;
- Certified Internal Auditor (CIA) and Certification in Risk Management Assurance (CRM A) are highly appreciated.

Applications should include a CV or resume and a letter of interest addressing the themes in this profile. Submit applications via the below email by the full consideration date.

jgbemon@cu.edu.lr.