



LIMESTONE
RESOURCES LIMITED

A Member of the
ZCCM-IH Group of Companies



1523 DEPOT ROAD, CLEVELAND PARK, NDOLA. WWW.LRL.CO.ZM. COMPANY 120190005422 TEL: 0962755820

INTERNAL AUDIT MANAGER

JOB PRELIMINARY INFORMATION		
Job Title: INTERNAL AUDIT MANAGER	Employee No:	Department: INTERNAL AUDIT
Establishment: 01	Salary Grade: H	Section: Internal Audit & Risk
Position Category: EXCO		
Immediate Supervisor: BOARD AUDIT COMMITTEE and administratively CEO		
Immediate Subordinates: ONE 1. Risk Officer		
JOB OVERVIEW		
To provide an independent, objective assurance and consulting activity designed to add value and improve the operations of the Company; Co-ordinate the internal audit function and ensure a systematic and disciplined approach to evaluating and improving the effectiveness of control and governance processes by ensuring that the Company is in compliance with its internal operating policies and procedures and any external legal, regulatory or contractual requirements.		
KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)	
Internal Audit Policies, Procedures and Systems	<ul style="list-style-type: none"> Formulates, updates and implements the audit policies, procedures/ systems and ensure adherence to Group audit policies; Monitors the implementation of the policies, procedures and systems; Reviews and challenges the Company's policies to ensure that they are up-to-date and relevant and Ascertain the effectiveness with which the Company's assets are accounted for and safeguarded from all kinds of losses arising from fraud and other incidents, waste, extravagance, inefficient administration, poor value for money and other causes. 	
Audit Program Delivery	<ul style="list-style-type: none"> Formulates, updates and implements the audit policies, procedures/ systems and ensure adherence to Group audit policies; Monitors the implementation of the policies, 	

	<p>procedures and systems;</p> <ul style="list-style-type: none"> • Reviews and challenges the Company's policies to ensure that they are up-to-date and relevant; and • Ascertains the effectiveness with which the Company's assets are accounted for and safeguarded from all kinds of losses arising from fraud and other incidents, waste, extravagance, inefficient administration, poor value for money and other causes.
Advisory Responsibilities	<ul style="list-style-type: none"> • Advises management on the adequacy of internal control systems of the Company and giving recommendations on improvement and continuously reviewing/monitoring implementation; and • Involved in the implementation of new processes and systems to provide an independent view of the quality of project management and to embed an effective control framework from the start.
Investigations	<ul style="list-style-type: none"> • Performs special investigations as deemed fit or as directed by the Chief Executive Officer or the Board Audit Committee.
Reporting and communications	<ul style="list-style-type: none"> • Reports the results of all audits to senior management, Audit Committee and Chief Internal Audit Officer (ZCCM IH); • Prepares timely and accurate reports of audit findings and recommendations for management attention and ensures adequate follow-ups of management's corrective action; • Reviews and records actions taken by management to correct audit findings. • Ensures that senior management, Audit Committee and Chief Internal Audit Officer (ZCCM IH) are aware of current issues related to all areas covered by the Internal Audit department, including internal financial control, corporate governance, audit committee and internal audit matters; • Prepares Quarterly Board Audit Committee Pack for reporting to the Audit Committee; • Prepares and submit monthly performance reports to Chief Internal Audit Officer (ZCCM IH)
Strategic Management	<ul style="list-style-type: none"> • Develops and implements short and long-term internal audit strategies and programmes aimed at providing an independent and objective opinion on controls, checks, and corporate governance; • Provides strategic leadership to the Audit team; and

	<ul style="list-style-type: none"> • Maintain a current knowledge base of audit industry practice always
Checks and Controls	<ul style="list-style-type: none"> • Measures and evaluates the effectiveness of controls, checks and governance measures in place by facilitating achievement of Company agreed objectives and advises Management accordingly. • Contributes to the development and maintenance of a strong internal control environment; • Leads the assurance of adequacy of the embedded controls in new and/or reviewed policies, procedures, processes and systems.
People Management	<ul style="list-style-type: none"> • Organizes, directs, and controls the Internal Audit departments and the work of all internal audit staff; • Manages, develops and trains professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the Company's audit requirements. • Leads, develops and appraises staff in the department in line with the company performance management system.
REPORTING RELATIONSHIPS	
Reports to: <ul style="list-style-type: none"> a) Board Audit Committee, Chief Executive Officer (administratively) and Chief Internal Audit Officer (ZCCM-IH) for Group Oversight purposes. 	
PERSON SPECIFICATION	
<p>Education: -Grade 12 with five ordinary level passes</p> <p>Qualification: -Relevant Bachelors degree or Professional Qualification. -Master Degree in the related profession will be an added advantage. -Professional membership</p> <p>Training Requirement: -Continuous developmental programs.</p> <p>Skills/Abilities:</p> <ul style="list-style-type: none"> - Analytical and problem-solving skills. - Computer skills - Report writing skills. - Strategic focus, - Professional scepticism. - Excellent communication skills. - Team player. - Focused and assertive. - Investigative. 	

Work Experience:

- Five years' experience in similar position

Other Attributes (Personal Traits)

- Strong personality and respect for confidentiality
- Attention to detail
- Objectivity and Integrity.
- Interact at all levels internally and externally

WORK RELATIONSHIPS

Internally (90%): Collaborates with all departments.

Externally (10%): Collaborates with ZCCM-IH PLC Internal Audit, Appointed External Auditors and Regulatory Authorities etc.

WORK ENVIRONMENT AND WORKING HOURS

- Working Place: Office and Outdoor
- Working Hours: 8 Hours but may be required to work longer