



## Auditor

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#### **College Internal Audit**

The Internal Audit office at the College is responsible for reviewing internal control system established by the University in order to examine, evaluate and report on the accounting and other controls regarding the operations of the College, Faculties, Departments, Schools and Income generating activities

#### **Duties of the College Internal Auditor.**

- Auditing all revenue collections in the College and ensuring that the accounting and banking responsibilities thereon are appropriately implemented;
- Auditing all procurement documents and payment vouchers, ensuring that the University policies and guidelines are complied with;
- Auditing bank reconciliation statements and other management reports emanating from the college before they are released;
- Issuance and control of accountable documents e.g. receipt books, LPO's and Stores Requisition Notes (SRN);
- Undertaking special investigation on behalf of the University Management;
- Auditing stores and ensuring that stores accounting and control measures are operational in departments, faculties and schools in the College;
- Instituting surprise checks over all cashiers undertaking payments and revenue collection in the College;
- Participating in end of year board of survey and stocktaking in conjunction with the College Bursar, Registrar and External Auditors



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**(Head of Section)**



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