



VACANCY ANNOUNCEMENT – INTERNAL AUDIT OFFICER

Location: LSETF, HQ, Lagos Nigeria

Position: **INTERNAL AUDIT OFFICER**
Industry: **Government**
Job Type: **Full Time**

About LSETF

Lagos State Employment Trust Fund (LSETF) was established to provide financial support to residents of Lagos State, for job, wealth creation and to tackle unemployment. LSETF serves as an instrument to inspire the creative and innovative energies of all Lagos residents and reduce unemployment across the State. The Fund has the mandate to help Lagos residents grow and scale their Micro Small and Medium Enterprises (“MSMEs”) or acquire skills to get better jobs through its three programmes; the Employability Support Programme, the Lagos Innovates Programme and the Loan Programme.

Job title:	<i>Internal Audit Officer</i>
Reports to:	Head Internal Audit
Direct Report:	None

Job purpose

Implementation of the Fund's audit plan. Ensure the Fund's compliance with all relevant statutes and regulations.

Duties and Responsibilities:

- Assist the Head, Internal Audit to prepare the internal audit plan
- Evaluate and Examine policies, procedures, and systems in place to ensure that assets are protected
- Evaluate the reliability and integrity of information and accounting records and ensure effective and efficient use of resources in the LSETF
- Review the compliance of all unit within the LSETF with policies, procedures, and regulatory requirements
- Plan individual audit assignments and ensure they are completed in an effective manner and within specified timelines
- Devise internal audit programmes and comprehensives test to cover identified auditable areas and ensure adequate controls are in place to mitigate identified skills while carrying out audit areas and ensure adequate controls are in place to mitigate identified risks while carrying out audit reviews
- Assist management and staff in identifying controls which mitigate risks to the LSETF
- Report results and make recommendations to management where control weaknesses are identified in policy, processes, and systems

- Ensure the maintenance of evidence and well-structured documentation of work which fully supports work carried out and conclusions reached

Qualifications & Experience:

- ✓ First Degree or Higher National Diploma certificate (minimum of lower credit) from a recognized higher institution. Professional Certification will be an added advantage
- ✓ Minimum of 5 years' cognate experience in related function.
- ✓ NYSC discharge certificate is mandatory

Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Knowledge of auditing standards and procedures, laws, rules, and regulations
- ✓ High attention to detail and excellent analytical skills
- ✓ Organization and Planning
- ✓ Business Acumen
- ✓ Communication Skills

Method of Application

Please send all CVs to careers@lsetf.ng before close of business on **Wednesday, April 16, 2025** stating the position in the subject. Only shortlisted candidates will be contacted.

We are NDPR compliant. By submitting your information and documents to us, you are agreeing to the storage and usage of your data by LSETF, in accordance with our [privacy policy](#)
