LAGOS STATE EMPLOYMENT TRUST FUND

VACANCY ANNOUNCEMENT – INTERNAL CONTROL OFFICER

Location: LSETF, HQ, Lagos, Nigeria

Position: **Internal Control 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:	**INTERNAL CONTROL OFFICER**
Reports to:	Head, Risk Management, Monitoring & Internal Control
Direct Report:	None

Job purpose

The Internal Control Officer will be responsible for evaluating, monitoring, and strengthening the organization's internal control framework to ensure compliance with approved policies, procedures, regulatory requirements, and ethical standards. The role will support management in maintaining an effective control environment, safeguarding assets, improving operational efficiency, identifying control gaps, and ensuring timely remediation of weaknesses across business processes.

Duties and Responsibilities:

- Review, assess, and monitor the effectiveness of internal controls across departments, units, and key business processes.
- Ensure compliance with the organization's approved policies, procedures, standard operating procedures, approval limits, and delegated authorities.
- Conduct periodic control reviews, process walkthroughs, compliance checks, and spot checks to identify gaps, exceptions, weaknesses, or breaches.
- Evaluate the adequacy of controls over cash, assets, procurement, payments, payroll, expenses, and other operational activities.
- Test compliance with authorization, documentation, reconciliation, access control, and segregation of duties requirements.
- Identify operational, financial, compliance, and fraud-related risks, and recommend practical corrective actions to management.
- Prepare clear internal control reports highlighting findings, root causes, risk implications, recommendations, responsible owners, and timelines for remediation.
- Track agreed action plans to ensure timely closure of audit and control issues.
- Support the development, review, and improvement of policies, procedures, process maps, control checklists, and risk-control matrices.
- Promote a culture of compliance, accountability, transparency, and ethical conduct across the organization.
- Provide guidance and training to staff on internal control requirements, policy compliance, documentation standards, and control responsibilities.
- Monitor regulatory, operational, and business changes that may affect the organization's control environment and recommend necessary updates.
- Ensure all control activities are properly documented, and records are maintained for management review, audit, and regulatory purposes.

Qualifications & Experience:

- ✓ First degree or Higher National Diploma certificate in accounting, Finance, Business Administration, Economics, Banking and Finance, or any related discipline from a recognized tertiary institution.
- ✓ Minimum of 2–5 years' relevant experience in a related function
- ✓ NYSC discharge certificate is mandatory
- ✓ Professional certification such as ICAN, ACA, or other relevant certification will be an added advantage.
- ✓ Good understanding of internal control principles, risk assessment, compliance monitoring, audit procedures, and process improvement.
- ✓ Knowledge of financial controls, operational controls, policy compliance, documentation standards, and regulatory expectations.
- ✓ Experience in reviewing transactions, identifying exceptions, preparing reports, and following up on corrective actions.
- ✓ Proficiency in Microsoft Office tools, especially Excel, Word, and PowerPoint.

Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Strong analytical and problem-solving skills.
- ✓ High level of integrity, independence, objectivity, and professional skepticism.
- ✓ Excellent attention to detail and ability to identify control gaps or unusual transactions.
- ✓ Good understanding of business processes and risk-based control review techniques.
- ✓ Strong written and verbal communication skills, including report-writing capability.
- ✓ Ability to engage stakeholders constructively and influence compliance without disrupting operations.
- ✓ Good planning, follow-up, and time management skills.
- ✓ Ability to handle confidential information with discretion.
- ✓ Sound judgement, firmness, and ability to escalate issues appropriately.
- ✓ Commitment to continuous improvement and process discipline.

Key Performance Indicators:

- ✓ Timely completion of approved control review plans.
- ✓ Reduction in recurring control exceptions, policy breaches, and process weaknesses.
- ✓ Quality, accuracy, and timeliness of internal control reports.
- ✓ Timely follow-up and closure of agreed corrective actions.
- ✓ Improved compliance with policies, procedures, approval limits, and documentation standards.
- ✓ Effectiveness of stakeholder engagement, training, and control awareness initiatives.
- ✓ Prompt escalation of significant risks, irregularities, or control failures.

Method of Application

Please send all CVs to careers@lsetf.ng before close of business of **Thursday, July 23, 2026.** 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