CHARTERED INSTITUTE OF TAXATION OF NIGERIA
(Chartered by Act No. 76 of 1992)

WE ARE HIRING

POSITION: HEAD, INTERNAL AUDIT

LOCATION: LAGOS

GRADE:
ASSISTANT DIRECTOR/SENIOR MANAGER
(OR AS MAY BE DETERMINED BY THE INSTITUTE, DEPENDING ON LEVEL OF EXPERIENCE)

THE ROLE

The Head of Internal Audit will provide independent, objective and risk-based assurance and advisory services on the adequacy and effectiveness of the Institute's governance, risk management and internal control processes. The successful candidate will lead the Internal Audit function, support the Audit Committee of Council in the discharge of its oversight responsibilities, and provide assurance and advisory support to Management in strengthening governance, accountability, risk management and internal controls.

KEY RESPONSIBILITIES

The successful candidate will:

- Develop and implement a risk-based Internal Audit Plan aligned with the Institute's strategic objectives and key risks, for approval by the Audit Committee of Council.
- Provide independent assurance on the adequacy and effectiveness of the Institute's governance, risk management, internal control and compliance frameworks, including accountability, ethical governance and delegation arrangements.
- Plan and conduct risk-based financial, operational, compliance, IT, cybersecurity, performance, value-for-money and special audits, covering significant financial, revenue, operational, technology and statutory processes.
- Evaluate fraud risk management, whistleblowing, anti-corruption and related controls, while ensuring that investigations and disciplinary actions remain the responsibility of the appropriate authority.
- Provide appropriate advisory services on governance, risk management and internal controls without assuming management responsibility or compromising Internal Audit independence.
- Monitor audit recommendations; report significant findings, control deficiencies, risks, overdue actions and progress against the Audit Plan to the Audit Committee; and maintain effective relationships with external auditors, regulators and other assurance providers.
- Maintain the Internal Audit Charter and Quality Assurance and Improvement Programme in accordance with applicable professional standards, provide an annual confirmation of Internal Audit independence, and attend Audit Committee meetings as the principal Internal Audit representative.

QUALIFICATIONS

- A university degree or equivalent qualification in Accounting, Finance, Auditing, Business Administration, Risk Management or any other relevant discipline. B.Sc, HND, in addition to any of the following professional qualifications: ACA, ACCA and CNA. CITN shall be an added advantage.
- At least 8 years' relevant post-qualification experience in Internal Audit, external audit, risk management, governance, compliance or a related assurance function, including at least 3 years in a supervisory or managerial role.
- Demonstrable experience in risk-based auditing, governance, risk management, internal controls and audit committee reporting.
- Experience in financial and operational assurance, fraud risk management, regulatory compliance or quality assurance will be an advantage.
- Experience in a professional body, regulatory organisation, public institution, not-for-profit organisation or similarly complex institution will also be an advantage.

CORE COMPETENCIES/EXPERIENCE REQUIRED

The successful candidate should demonstrate:

- Significant audit experience; emphasis would be placed on the relevance, depth and scale of experience demonstrated;
- Sound professional judgement, analytical and problem-solving abilities;
- Independence, objectivity, integrity and ethical courage;
- Excellent written, oral, presentation and report-writing skills;
- The ability to communicate complex issues clearly to senior management and the Audit Committee;
- Strong stakeholder management and influencing skills;
- Supervisory and team-development capability;
- Knowledge of contemporary Internal Audit methodologies and professional standards;
- Awareness of technology, data analytics, accounting packages and emerging risks;
- Discretion, confidentiality and the ability to work effectively under pressure;
- ICT skill is a must.

COMPREHENSIVE JOB SPECIFICATION

Interested and qualified candidates should submit a comprehensive curriculum vitae and a cover letter outlining their suitability for the position to: **Info@citn.org**

Application Deadline: July 30, 2026

Only shortlisted candidates will be contacted.

CITN is committed to fair, merit-based and inclusive recruitment and encourages applications from suitably qualified candidates who meet the requirements of the position.

TERMS OF APPOINTMENT

The appointment will be subject to the Institute's approved terms and conditions of service and applicable policies on ethics, confidentiality, conflicts of interest, professional conduct and information security.

Signed:
Afolake Oso, (Mrs.), FCTI, Registrar/Chief Executive

CHARTERED INSTITUTE OF TAXATION OF NIGERIA
Tax Professionals' House
Plot 16, Otunba Jobi Fele Way, Central Business District, Alausa - Ikeja.
P. O. Box 1087, Ebute-Metta, Lagos State, Nigeria. Tel: 08050399355
Abuja Liaison Office: David Olorunleke House, Block 26 (27), Abidjan Street, Wuse Zone 3, Abuja, FCT
Tel: +2342092918349, Website: www.citn.org, Email- citn@citn.org

/citntax @citntax citn@citn.org /citnnigeria www.citn.org (234)09080888815

CITN... developing the tax profession!