



## COOPERATIVE OF PROGRESS & FINANCING INEZA

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### JOB ADVERTISEMENT

#### Internal Auditor CPF INEZA

CPF INEZA PLC, a regulated financial institution operating under the supervision of the National Bank of Rwanda (BNR), is committed to delivering inclusive financial services with strong governance, transparency, and accountability.

To strengthen its internal control and compliance functions, CPF INEZA PLC invites qualified, competent, and self-motivated candidates to apply for the position of Internal Auditor

#### Line of reporting

The internal auditor, functionally reports to the Board of Directors (via Audit Committee) and administratively reports to the Chief Executive Officer,

#### Key Responsibilities

The Internal Auditor will be responsible for:

- Developing and implementing a risk-based internal audit plan
- Conducting independent audits across key operations including credit, savings, finance, and IT systems
- Evaluating the effectiveness of internal controls, risk management, and governance processes
- Ensuring compliance with BNR regulations, internal policies, and applicable laws
- Preparing and submitting, monthly, quarterly and annual audit reports to the Audit Committee
- Monitoring implementation of audit recommendations
- Investigating fraud, irregularities, and operational risks
- Providing advisory support to improve internal controls and operational efficiency
- Any other task assigned by the Supervisor

#### Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- Professional certification (CPA, ACCA, or CIA)
- Minimum of 3 – 5 years of experience in auditing, preferably in a microfinance Sector
- Strong knowledge of:
  - Financial reporting and auditing
  - Risk management and internal controls
  - Regulatory requirements of the National Bank of Rwanda (BNR)

## Required Skills and Competencies

- High level of integrity and professionalism
- Strong analytical and problem-solving skills
- Excellent report writing and communication skills
- Ability to work independently and maintain confidentiality

## Application Requirements

Interested candidates should submit the following documents:

- Application letter addressed to the CEO of CPF INEZA
- Updated Curriculum Vitae (CV)
- Copies of academic and professional certificates
- Copy of National ID or Passport
- At least two professional references

## Submission Deadline

All applications must be submitted not later than 25 April 2026.  
Only shortlisted candidates will be contacted.

## Mode of Submission

Applications should be sent to:

- Email: [info@cpfineza.rw](mailto:info@cpfineza.rw), or [cpfineza@gmail.com](mailto:cpfineza@gmail.com)  
or
- Delivered physically to:  
CPF INEZA Head Office  
MUHANGA
- Contact phone: 0782553125

Muhanga on 30/03/2026

CPF INEZA

MUTAKWASUKU Yvonne

Chairperson

