

Job Title: **Financial Auditor**

Location: **Bujumbura**

Terms of Reference

➤ ABOUT WEZA POWER

Weza Power is a dynamic and growing energy distribution company focused on providing sustainable and reliable electricity across Burundi. As part of our mission to expand access to energy and contribute to the country's development, we are seeking talented and dedicated professionals to join our team and support the growth of our operations. We are committed to fostering an inclusive and diverse work environment where every team member is empowered to make a difference.

➤ JOB PURPOSE

The Financial Auditor ensures the integrity of Weza Power's financial operations, focusing on compliance with internal controls, procurement practices, donor agreements, and international accounting standards. The role plays a critical part in safeguarding public and donor funds, particularly in a context of high procurement volumes and a growing public-private electricity distribution framework.

➤ KEY RESPONSIBILITIES

Financial and Procurement Audits

- Conduct audits of financial statements, reports, journal entries, vouchers, and disbursements to verify accuracy, compliance, and documentation.
- Review procurement transactions to assess compliance with applicable policies, donor requirements, and internal control procedures.
- Examine whether competitive bidding, contract approval, segregation of duties, and financial authorization levels are respected.
- Review financial transactions and supporting documents to ensure compliance with applicable tax laws and reporting obligations (e.g., VAT, withholding, corporate tax).
- Test the integrity of financial records in line with national and international standards (e.g., IFRS, IPSAS).



Internal Controls and Risk Mitigation

- Assess the effectiveness of financial controls in the areas of budgeting, treasury, payables, receivables, and asset management.
- Identify financial risks and control weaknesses; recommend appropriate corrective and preventive measures.
- Assist in the development and improvement of internal control systems and standard operating procedures (SOPs) for finance and procurement activities.

Donor Compliance and Reporting Assurance

- Ensure financial practices comply with donor-specific requirements (World Bank, IFC, etc.), including procurement thresholds, documentation, and financial disclosures.
- Review donor financial reports and project accounts for completeness, traceability, and audit-readiness.
- Support the Head of Internal Audit in donor audits, special investigations, and performance audits when required.

Audit Planning and Documentation

- Prepare annual audit plans and field-level risk assessments, especially for financial and procurement-related areas.
- Prepare audit working papers, testing protocols, and financial analysis summaries in accordance with the Internal Audit Manual.
- Draft audit reports with clear findings, financial implications, and actionable recommendations.
- Secure timely access to relevant financial, procurement, and contractual documents to support evidence-based auditing and reporting.

Ethics, Fraud Detection and Special Investigations

- Investigate red flags related to fraud, bribery, kickbacks, and other financial misconduct.
- Maintain confidentiality of sensitive financial information and follow whistleblower protocols when necessary.
- Ensure all actions are documented in accordance with the Internal Audit Manual and IIA Standards.



➤ KEY COMPETENCIES

- Deep understanding of financial audit principles, donor-funded project finance, and procurement integrity
- High ethical standards and strong grasp of fraud prevention and internal controls
- Critical thinking, attention to detail, and data analysis skills
- Strong communication and reporting abilities for finance and donor audiences
- Working knowledge of accounting standards (IFRS, IPSAS) and procurement policies
- Familiarity with ERP systems and financial documentation workflows
- Objectivity, independence, and commitment to transparency

➤ QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance, Economics, or a related field.
- Postgraduate studies in Audit or Public Financial Management are an asset.
- Minimum 3 years of experience in financial auditing, donor finance compliance, or procurement audits.
- Experience in utilities, infrastructure, or donor-funded organizations preferred.
- CPA, CIA, ACCA, or other internationally recognized audit/accounting certification is highly desirable.
- Familiarity with internal audit processes, including sampling, control testing, and documentation in line with the IIA framework
- Strong financial report writing, documentation, and audit file preparation skills
- Knowledge of financial systems, procurement cycles, and donor compliance controls
- Data analysis and risk-based audit planning using ERP and financial reporting platforms
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and ERP/accounting systems
- English – Advanced (fluent in both written and spoken communication)
- French – Advanced (fluent in both written and spoken communication)



➤ **HOW TO APPLY**

Interested candidates are requested to submit their application file in a **single PDF document** via email to weza.power@infinitygroup.bi with the subject line **“WEZA POWER Recruitment - Financial Auditor”**.

The application file must include the following documents:

- A cover letter addressed to the Managing Director of INFINITY GROUP,
- Two (2) updated CVs (one in French, one in English), including three (3) professional references (and their contact details).
- A copy of the National Identity Card (CNI) or Passport,
- Copie(s) of certified diploma (s),
- Professional service certificate(s).

The deadline for submitting applications is **Thursday, October 16, 2025, at 11:59 PM (GMT+2)**.



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