

Job Title: Assistant Internal Auditor

Duty Station: Head Office- Nalukolongo | Kampala

Deadline: 15/02/2026

JOB DETAILS:

Join Our Team at Ntake Bakery & Company Ltd!

Ntake Bakery & Company Ltd is seeking a **passionate, results-driven, and detail-oriented professional** to join our dynamic team.

About

Ntake Bakery & Company Limited was founded in **1978** by **Owek. Dr. Canon Gaster Lule** and **Mrs. Edith Lule** in Nalukolongo, Kampala. What began as a small home bakery producing breakfast cakes has grown into a diversified enterprise with a strong presence in Uganda and across the East African region.

Ntake Bakery & Company Ltd. is a renowned, multifaceted enterprise widely recognized as an industry leader across the East African region. Our journey began with a clear vision rooted in **quality, innovation**, and an unwavering **commitment to excellence** principles that have continuously fueled our growth and diversification across multiple sectors.

Our **flagship bakery operations** remain at the heart of our business, supported by a network of **state-of-the-art facilities** strategically located in major cities across Uganda, including **Kampala, Jinja, Mbarara, Lira, Masaka, and Mbale**. These bakeries are celebrated for producing a wide range of premium baked products that serve both local and regional markets, reinforcing our reputation as a **trusted and respected brand**.

In addition to our core bakery operations, we have achieved remarkable milestones in **flour milling** through our ultra-modern mill based at our Nalukolongo headquarters. This facility ensures the consistent supply of high-grade flour products including **Kaswa All-Purpose Flour, Horse Brand Bakers Flour, Biscuit Flour, Atta Flour, Sooji Flour, Brown Flour, and Cake Flour**—catering not only to our own operations but also to various sectors that rely on premium flour products.

Our portfolio further extends to the **real estate and infrastructure** sectors, led by our **Concrete Batching Plant and Estates Division**, which are instrumental in meeting internal construction needs and advancing regional development initiatives. Additionally, **Gadith Investments**, one of our key business arms located in Nalukolongo, plays a vital role in driving strategic growth and innovation across our diverse operations.

In line with our sustainability agenda, we established the **AAA Tissues Factory**, a cutting-edge facility in Nalukolongo dedicated to paper recycling and the production of premium tissues and serviettes under the **Maxisoft** brand. This initiative demonstrates our

commitment to environmentally responsible manufacturing while enhancing our product portfolio.

One of our most significant milestones is the launch of a world-class **Ntake Edible Oil Refinery** at the **Namanve Industrial Business Park**, which produces a wide range of essential **consumer goods**, including **fortified vegetable cooking oil** (20L, 10L, 5L, 3L, and 1L Jerrycans), **Ntake Thupu sachets** (1000ml, 500ml, 200ml, 100ml, 50ml, and 25ml packs), and an assortment of **soaps and fats** such as **Ntake Laundry Bar Soap – Lemon Green** (1kg & 600g), **Zuri Brown** (1kg & 600g), **Zuri Blue** (600g), **Grey Soap** (1kg), **Lemon White** (1kg & 600g), **margarine, baker's fat, and industrial plastics**. This refinery stands as a testament to our dedication to **quality, safety, and regional leadership** in manufacturing.

At Ntake Bakery & Company Ltd., *excellence, innovation, and sustainability* are more than just core values—they are the foundation of everything we do. Our mission is to consistently deliver products and services that not only meet but exceed the expectations of our customers, partners, and stakeholders, while proudly supporting the ***Buy Uganda, Build Uganda (BUBU) initiative by promoting local sourcing, strengthening Ugandan industries, creating sustainable jobs, and contributing to national economic growth.***

As **Ntake Bakery & Company Limited** continues to grow and expand across **East Africa**, we are seeking a **highly motivated, skilled, and detail-oriented professional** to join our team as an **Assistant Internal Auditor**. This role presents an exciting opportunity to support the **Internal Audit and Risk Management function**, strengthen **internal control systems**, ensure **full compliance with regulatory, financial, and operational standards**, and drive **operational efficiency** across our **bakery, flour mill, concrete batching plant, estates, confectionery, and tissue manufacturing operations**.

If you are a **proactive professional** with a strong passion for **internal auditing, risk management, compliance, governance, and operational excellence**, this is your opportunity to join one of the region's most respected brands and make a **meaningful contribution to accountability, transparency, and sustainable growth** at Ntake Bakery & Company Limited as an **Assistant Internal Auditor**.

Key Duties and Responsibilities

The successful candidate will be responsible for:

- **Audit Follow-Up & Compliance Monitoring:** Proactively **track implementation of audit recommendations**, follow up with responsible departments, escalate unresolved issues, and maintain a structured **audit tracking system** to ensure timely closure of audit findings.
- **Audit Documentation & Working Papers:** Prepare, organize, and maintain **high-quality audit working papers** that clearly document procedures, tests, evidence, and conclusions in line with **professional audit standards (IPPF)**.

- **Audit Reporting:** Support the drafting of **clear, objective, and risk-based audit reports**, including audit scope, findings, risks, and **practical recommendations**, and assist in presenting reports to management.
- **Operational & Risk-Based Audits:** Conduct **operational audits** across production, procurement, sales, cash handling, logistics, and inventory using **risk-based audit techniques** to identify control gaps, inefficiencies, and fraud risks.
- **Stores Audit & Inventory Control:** Perform **scheduled and surprise stock counts**, verify inventory records, investigate discrepancies, and recommend **stock optimization and loss-prevention measures**.
- **Payroll & Staff Payments Review:** Review **payroll processes**, verify statutory deductions (**PAYE, NSSF**), detect **irregularities** such as ghost employees and duplicate payments, and ensure compliance with approved payroll structures.
- **Fixed Asset Verification:** Conduct **physical verification of fixed assets**, reconcile with the **Fixed Asset Register**, assess asset safeguarding measures, and support compliant **asset disposal processes**.
- **Revenue Assurance & Leak Prevention:** Review **revenue collection systems**, validate sales records, analyze trends, detect anomalies, and recommend **controls to prevent revenue leakage**.
- **Procurement & Price Verification:** Conduct **procurement audits**, perform **market price benchmarking**, verify supplier quotations, ensure **value for money**, and promote **ethical procurement practices**.
- **Risk & Internal Control Improvement:** Identify **business risks**, evaluate control systems, and support management in strengthening **governance, compliance, and internal control frameworks**.

Education

- **Bachelor's degree in Accounting, Finance, Business Administration**, or a related field
- **CPA (ongoing or completed)** is a strong advantage

Experience

- **Minimum of 2–3 years' experience in internal audit, accounting, or financial control**
- Practical experience in auditing **inventory, payroll, procurement, and revenue** is an advantage

Skills & Competencies

- **Strong analytical and investigative skills**
- **Excellent communication and report-writing abilities**
- **High levels of integrity, confidentiality, and professionalism**
- **Proficiency in Microsoft Office and accounting systems such as Tally, QuickBooks, SAP, and Mermidon** will be an added advantage

- **Knowledge of Internal Audit Standards (IPPF) and relevant financial regulations**
- **Ability to work independently and collaboratively within teams**

Work Hours: 8

Experience in Months: 24

Level of Education: bachelor degree

Job application procedure

Interested candidates are invited to submit their applications, including a **detailed CV, cover letter, and academic documents compiled into a single document**, by **15th February 2026**. Applications can be sent via email to hr@ntakegroup.com or delivered **directly to the Ntake Bakery Head Office in Kampala**.

Please Note: Only complete applications submitted by the deadline will be considered.

Equal Opportunity Employer: Ntake Bakery & Company Ltd is committed to diversity and inclusion and is an equal opportunity employer. We encourage all qualified candidates, regardless of background, to apply.

Our Slogan:

Ntake Bakery & Company Ltd: Pioneering Quality, Innovation, and Sustainability Across East Africa – ***"Your Family Choice."***