

act:onaid Job Description and Person Specification

Job Title:	Internal Auditor		
Cluster:	Finance and Operations Cluster	Team:	Internal Audit Team
Grade and Salary:	Grade D	Contract Type:	Fixed Term/Secondment – 6 months
Location:	GS Hub Office	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: (incl matrix reporting)	Internal Audit Manager		
Direct Reports :	None		
Matrix Reports:	None		
Operational Remit:	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input type="checkbox"/>		
DBS (CRB) / Police Check:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Job Role			
Role Overview:	<p>ActionAid International (AAI) is helping to build a fair and just world where everyone can claim their rights. To achieve this, we work with local people in 45 countries to find long lasting solutions to poverty together with our partners and allies.</p> <p>AAI has invested in Internal Audit as a review mechanism for the federation to provide its Senior Leadership Team (SLT) and Board with assurance over the adequacy and effectiveness of internal controls, risk management and governance. The internal auditors will assist the Internal Audit Manager in providing the required assurance.</p>		
Areas of Responsibilities	Key Activities		
1. AAI Values Practice & Strategy Change Priorities	<ul style="list-style-type: none"> • Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement • Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) • AAI Values Practice: Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility 		

<p>2. Delivery on Strategic Priorities (Directorate/Cluster-specific - maximum 5 KPIs)</p>	<p>1. To undertake risk-based internal audits of AAI members and CPs and to produce audit recommendations for management to improve the efficiency of the organisation's financial and management</p> <ul style="list-style-type: none">• Perform objective risk-based examinations and evaluations of the internal controls in operations and financial management processes at ActionAid Countries and at the International Secretariat• Report on the adequacy of these controls as a means of optimising the economic and efficient use of the organisation's resources• Fulfil audit responsibilities as detailed on the internal audit plan and internal audit programme• Plan and complete assignments in accordance with the terms of reference and to produce reports within set timelines. This report should show the findings, conclusions and recommendations which were agreed with the management during the course of the assignment• Ensure that audit recommendations are based on audit evidence collected in working papers held in an audit file• Follow up on outstanding audit recommendations at Member and Country levels• Produce detailed written analysis and recommendations for senior management arising from special investigations• Identify opportunities for process improvements across the organisation• Contribute directly to the implementation of the Internal Audit Strategic Plan• Contribute to the use of the internal audit function as a major contributor to Shared Learning within the organisation• Undertake other activities as directed by the Internal Audit Manager
	<p>2. To support the development of internal audit functions at Member and Country Programme level</p> <ul style="list-style-type: none">• Review half-yearly reports submitted by Country Internal Auditors and report on issues and trends• Support the recruitment process for internal auditors at Country level• Coordinate the dissemination of relevant materials for Continuous Professional Development of the internal audit functions at Member and Country Programmes

	<p>3. To support processes for risk management</p> <ul style="list-style-type: none"> • Contribute to the implementation of the AAI Risk Management Framework • Monitor implementation of action points on the AAI Risk Register • Liaise with Members/Country Programmes in producing regular Country Risk Updates for management and the Risk and Internal Audit Committee. • Conduct fraud awareness training. • Investigate whistleblowing complaints received at the international secretariat. <p>4. To support the preparation of reports for the Senior Leadership Team and Risk and Internal Audit Committee</p> <ul style="list-style-type: none"> • Undertake responsibilities as indicated by the Internal Audit Manager • Follow up on issues in SLT and RIAC updates and generate materials for future updates
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> • Accounting, internal audit, or related business qualification is essential • Membership to a professional body is advantageous • Relevant certification with a recognised professional body (e.g CIA, CISA, ACCA, CFE, etc) is advantageous
<p>Essential Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> • Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices • At least 5 years internal audit experience • Knowledge of the IIA’s International Professional Practices Framework • Proven ability to produce high quality written reports • Track record of making high quality recommendations which have been implemented by management • Successfully achieving tight reporting deadlines • Computer skills: Word-processing / Spreadsheets • Ability to effectively communicate with finance and non -finance staff (verbal communication skills) • Ability to establish constructive relationships with work colleagues and negotiation skills • Ability to work with minimal supervision • Cultural sensitivity • Commitment to ActionAid’s mission and values • Availability for extensive international travel
<p>Desirable Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> • Value for money auditing • Experience in forensic auditing

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- Experience in data analytics
- Experience in information systems auditing
- Experience of “not for profit” / development sector
- Experience in risk management
- Training/presentation experience
- Knowledge of SUN system

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Competency Profile		
Leading Organisation	Strategic Perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change Management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
Leading Others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading Self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities