

JOB DESCRIPTION

Job Title:	Internal Auditor
Location:	London
Reporting to:	Executive Director/Board (accountability); functional line to the Finance Director
Salary:	£37,188 - £45,737
Contract terms and hours:	Open contract The standard working week is 37.5 hours
<p>Background:</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 11 countries across Africa, Asia and the Middle East.</p> <p>The organisation has income of £18 million funded by some 40 donor contracts from governments, the EC and other bodies. Our head office is in London and we have offices in several African countries, Central Asia, Yemen and South Asia, and as well as working through partners in Eastern Europe and other locations.</p> <p>Saferworld has undergone rapid growth in the last 5 years, doubling in size. An increasing proportion of that growth relate to funding for ‘commercial contracts or more accurately, Payment by Results’ grants. These projects are different to institutional grants in several ways, and tend to:</p> <ul style="list-style-type: none"> • Be competitively procured; • Be budgeted on the basis of daily rates and individual units; • Involve payment-by-results (e.g. on the basis of outcomes) • Have more complex financial reporting requirements (especially where they are hybrid actuals/lump-sum or monthly/milestone payments); • Require value-for-money reporting; • Involve more sub-contracting of specialists or experts. <p>The Internal Auditor reports to the Executive Director and Board and provides specialist and expert support in relation to internal audit, investigations and compliance reviews, with a global reach. As a Finance professional the post-holder also has a technical reporting line to the Finance Director and is expected to be fully conversant with the financial policies, procedures and processes within Saferworld.</p> <p>Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.</p>	
<p>Job purpose:</p> <ul style="list-style-type: none"> • To promote risk awareness and undertake internal audit assignments, compliance reviews and special investigations. • To support the preparation and management of grant audits in order to minimise risk. • To help in the development of finance and internal control systems and build the capacity of the country finance team in implementing them. 	

Roles and responsibilities:

Advise on and promote effective risk management in Saferworld (20%)

- Advise on and periodically review Saferworld’s arrangements for identifying and managing risks, and assist managers in identifying new concerns
- Work with Saferworld staff, promoting a culture of risk awareness, assist them to assess and mitigate risks and support them through the identification of best practice

Plan and carry out internal audits: (60%)

- Draw up a yearly Internal Audit Plan based on key risks and strategies and an assessment of audit needs, and agree it with the Director of Finance and Director of International Programmes.
- Carry out internal audit assignments agreed in the Internal Audit Plan, including negotiating terms of reference with relevant system owners, presenting the findings to the system owners and their line managers, preparing reports, and following up on recommendations
- Carry out reviews of transactions and produce analysis and reports based on accounting data extracted from SUN accounting.
- Assist with the necessary pre-audit preparation work related to external audits (both statutory and project audit) and assist the teams in ensuring smooth audit.
- Maintain the register of grants/project audits and ensure these are used to enhance or improve the efficiency of the statutory year-end audit.
- Carry out special investigations, as required by the Saferworld Executive Director or the Board.
- Produce an annual review of the overall effectiveness of Saferworld’s systems of internal control and make recommendations and arrangements for identification and management of risk

Finance Systems Development and implementation (20%)

- Assist the Executive Director and Finance Director in the implementation of sound financial systems (and SUN roll-out) in country offices.
- Build the capacity of country finance managers in the proper processing of transactions and reporting using SUN systems
- Assist the Finance Director in reconciling and consolidating country offices financial records with the HQ records including focus on risk areas such as cash/bank debtors (including partners’) balances and inter-company transfers.
- Support with any other finance related tasks as may be assigned by the Finance Director or the EMT

Key working relationships

- **Executive Director/Board, Audit Committee** – provision of specialist advice, support and services in relation to internal audits, risk management and compliance and undertake assigned investigations and reviews and make recommendations
- **Finance colleagues** – collaborative working, specialist advice on audit and compliance matters
- **Senior colleagues, HO and globally** – act as an internal advisory resource on risk assessment, risk management and compliance best practice and issues, may interview when undertaking internal reviews, support implementation of sound systems and capacity building
- **Other staff and partners as required** – in relation to provision of guidance, advice, or undertaking of investigations or review, roll out of new systems and capacity building as delegated and appropriate
- **External auditors and other stakeholders** – collaborative working and relationship building

Scope and accountability

<p>Decision making and limits of authority</p>	<ul style="list-style-type: none"> • Methods of investigation within assigned internal audits, reviews, findings and recommendations to EMT/Exec Director/Board • Key that the Internal Auditor is seen to be able to provide independent advice, guidance, analysis and recommendations
<p>Financial resources</p>	<ul style="list-style-type: none"> • Financial responsibilities primarily about auditing financial management practices and processes
<p>Other resources</p>	<ul style="list-style-type: none"> • Audit investigations data and reports, internal audit plan, guidance and tools for supporting effective risk assessment and risk management – works globally • Contribute to the implementation and effective use of financial systems (works globally)
<p>People management</p>	<ul style="list-style-type: none"> • Capacity building country finance managers in relation to financial systems and processes

	<ul style="list-style-type: none"> Capacity building staff and partners in relation to risk assessment and management
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> Key internal role in ensuring compliance with financial policies and procedures (internal) and financial regulations (external), and in identification on risks/non-compliance issues for addressing

Person specification

Knowledge, qualifications and experience

- Auditing/accounting professional qualification
- Excellent understanding of internal audit principles and methods
- Excellent understanding of risk management (theories, principles, models, practices)
- Several years' experience in internal audit function in a large/medium size INGO or complex international or global organisation
- Experience of undertaking a variety of audit related, research/ evaluation and project management work
- Good knowledge of financial regulatory frameworks in the UK and internationally and good understanding of the challenges of both audit and risk assessment within a multi-country context
- Good knowledge and experience of establishment and implementation of financial controls, procedures and systems
- Good understanding and experience of SUN system will be an advantage

Skills and abilities

- Strong analytical and quantitative skills and ability to evaluate complex information and make sound assessments and judgements
- Have skills to build effective, trusting relationships at all levels of the organisation, and influence management and stakeholders regarding the importance of effective controls
- Have excellent project management skills with experience in planning, organising and delivering audit assignments and ad hoc projects
- Have excellent facilitation, negotiation, verbal and written communication skills with the ability to conduct investigations, write reports and present complex/sensitive information in an understandable way to a range of audiences.

Personal qualities

- High level of personal and professional integrity and confidence to undertake internal and independent investigations and make recommendations to senior colleagues that may be seen as contentious or sensitive
- Personal and professional credibility to act as an internal adviser on matters of risk and compliance
- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- Travel will be required for purposes of capacity building, internal audits and investigations, within country offices

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to jobs@saferworld.org.uk (Ref: IALon)

Deadline for applications: 5 September 2021