Fast Rural Development Program (FRDP)

Job Description and Terms of Reference

Position Title: Internal Auditor & Compliance Manager

Sector/Unit/Project: FRDP Core Projects

Position Status: Full time

Reporting Relationship: Executive Director

Supervises: N/A

Job Summary

Internal Auditor & Compliance Manager will be responsible to ensure implementation of internal controls stated in financial, logistics, Procurement, HR & Program policies/regulations/donor rules and support strengthening internal organizational control by updating policies and practices. S/he will spend 75% of time working with finance and HR while 25% of his/her time will be dedicated ensuring compliance from program side to donor and financial record keeping/documentation requirements.

Authority Assigned

Position Specification

Academic/Technical:

Minimum master's degree in finance/audits and compliance with article ship - Partly qualified from ICMAP, ICAP, ACCA

Work Experience:

- 5 years' experience as a finance manager with at least two years' work experience as an internal auditor
- Previous experience working in the not-for-profit sector, preferably

- Task delegation, follow up and performance management previous experience
- Significant experience of working in team with others in diversified team context
- Must be computer literate with a comprehensive knowledge of MS, Excel & accounts software

Description of Responsibilities

Competencies (Knowledge, skills and attitude)

- Interpersonal communication skills (verbal & written) in English
- Excellent knowledge of MS Office Package (Word, Excel, PowerPoint, Outlook)
- Strong understanding of auditing standards, accounting principles, risk management, internal controls, and applicable laws and regulations.
- Analytical thinking, audit planning and reporting, attention to detail, effective communication, and problem-solving abilities.
- High integrity, objectivity, critical assessment, confidentiality, and commitment to continuous improvement.

Policy and procedural Compliance:

- Work with the finance department to regularly monitor the financial management process and procedures, including compliance to donor rules
- Review existing donor rules-support operational departments to ensure compliance
- Review major procurement and financial transactions before payments to ensure compliance to internal and donor regulations
- Review HR process, identify gaps, develop tasks with the HR department and follow up on regular basis
- Review logistics procedures, identify gaps, suggest changes and follow them up

Documentation Compliance:

- Review financial records on regular basis, identify gaps and task the financial management team to correct records,s ensuring compliance

- Review procurement files regularly, identify documentation gaps, and ensure completion of procurement files in line with compliance to regulations
- Check previously procured files and suggest documentation completion where required
- Review logistics record like feet management, assets' inventory, warehousing etc, identify gaps and suggest improvements
- Review HR record (job orders, recruitment process, induction, performance management and HR personal file) identify gaps and suggest completion with regular monitoring follow-ups.
- Work with program/project managers, review their documentation required for financial record keeping and audits
- Visit field offices, review records, identify gaps, develop tasks and regular follow-up

Reporting Compliance:

- Review FRDP financial, logistics and HR reports, suggest changes as per international and donor standards
- Review program documents submitted to finance as support documents and suggest improvements The views of the department leads provide an important input to the audit work. Prior to the internal audit taking place, considering the risk management situation and how the audit could help them.
- The Internal Auditor during the course of the audit should review and confirm any points arising with the Department leads. Towards the end of the audit the internal audit report will be drafted by the Auditor. This will form the basis of the end of audit meeting between the Internal Auditor and the Department leads.
- The format of the internal audit report includes a section for "Management Comment" under each recommendation. This is to formally document the management team's views of the recommendation and how and when it will be addressed. All action points will be followed up by the Internal Auditor to ensure that they are fully addressed.

Sectoral Improvements:

- Suggest financial record-keeping improvements in line with international NGO standards
- Develop procedural checklists to improve record-keeping quality
- Develop tools for different departments to improve procedures meeting international standards

FRDP MIS Software:

- Work with FRDP's Management Information System team improving contents and reporting requirements through MIS Software.

- Ensure use of FRDP MIS by the team.

Accountability:

Accountable as per above mentioned duties and Responsibilities

Authority:

As per duties and responsibilities

Others:

- Should be a self-starter
- Should have good organization and documentation skills
- Should be a good team player
- Should be a follower of professionalism standards at all levels