

# act:onaid Job Description and Person Specification

Job Title:	Internal Auditor		
Department:	Directorate	Job Family:	
Reports to: <i>(incl matrix reporting)</i>	Internal Audit and Assurance Manager	Grade:	D
Location:	Nairobi, Kenya		
Direct Reports:	None		
<b>Job Role</b>			
Role Overview:	The position holder is responsible for examining and evaluating the adequacy, effectiveness and efficiency of the organization's internal control systems and procedures and recommend corrective actions to improve operations, enhance internal controls and reduce costs where possible.		
<b>Accountabilities</b>			
Key Accountabilities / Responsibilities:	Key Activities		
<b>Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li>Leading Innovation and Change - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement</li> <li>Feminist Leadership – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>Child protection and safeguarding –Embed AAIK and sector's approach to child protection and Safeguarding is embedded in all initiatives holistically</li> <li>AAIK Values Practice – Ensure a personal and team culture that demonstrates all of AAI's Values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with people Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility.</li> </ul>		
<b>Internal audit and risk management</b>	<ul style="list-style-type: none"> <li>Design internal audit procedures and work programs in accordance with applicable Internal Audit Standards.</li> <li>Identify strategic, operational and financial risk within the organization and propose appropriate controls to mitigate the risks.</li> <li>Monitor the timely implementation of the management actions recommended in both internal and external audit reports.</li> <li>Building the organization of people living in poverty and exclusion; <ul style="list-style-type: none"> <li>Building their leadership</li> <li>Effective accountable governance</li> <li>Building basic skills</li> <li>Compliance to statutory requirements</li> </ul> </li> <li>Monitor the trends and developments in the internal audit area.</li> <li>Conduct ad-hoc investigations and reviews as requested by senior management.</li> <li>Act as an objective source of independent advice to ensure validity, legality and goal achievement.</li> <li>Anticipate emerging issues including new opportunities through research and interviews and deciding how best to deal with them.</li> <li>Manage a variety of stakeholders and their expectations through regular communications.</li> </ul>		

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<b>Internal Controls</b>	<ul style="list-style-type: none"> <li>Document, evaluate and test systems and controls to determine their adequacy and effectiveness, ensuring             <ol style="list-style-type: none"> <li>Compliance with laws, regulations, and contracts,</li> <li>Reliability and integrity of financial and operational information,</li> <li>Effectiveness and efficiency of operations, and</li> <li>Safeguarding of assets.</li> </ol> </li> <li>Assist in reviewing established policies, procedures and regulations.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>Provide senior management with an opinion on the adequacy, effectiveness and efficiency of the internal controls in the organization.</li> <li>Provide ad hoc advice and guidance to managers and staff at all levels, sometimes by delivering courses and training sessions.</li> <li>Maintaining a robust accountability system including             <ul style="list-style-type: none"> <li>Accountability to the people living in poverty and exclusion</li> <li>Accountability to our resource partners</li> <li>Accountability to statutory obligations</li> <li>Accountability to our own internal governance</li> </ul> </li> </ul>
<b>Any other duties</b>	<ul style="list-style-type: none"> <li>May be asked to perform other related duties, such as replacing the Internal Audit and Assurance Manager in his/her absence.</li> <li>Perform any other lawful duties that you may be assigned from time to time;</li> </ul>

## Typical People Management Responsibility

<b>Approximate number of people managed in total</b>	<b>0</b>
<b>Matrix Manager – (projects/dotted line)</b>	<b>No</b>
<b>Team Leader</b>	<b>No</b>
<b>Manager of Team Leaders/Managers</b>	<b>No</b>

## What is the global remit? Operates in:

<b>Own country</b>	<b>Yes</b>
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## Key Relationships to reach solutions

<b>Internal (to ActionAid or team)</b>	<b>External</b>
Unit leads, AAIK staff	International Platforms, Partner community, CBOs, NGOs, networks and alliances
Peers	
GS and other staff	

## Person Specification

<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>Bachelor of Commerce Degree or its equivalent from a recognized University;</li> <li>CPA, ACCA or other internationally recognized accounting qualification;</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>3 years' experience with risk assessment, control analysis, audit procedures and standards and the internal framework of control preferably within the non-profit sector;</li> </ul>

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Essential knowledge & skills		<ul style="list-style-type: none"> <li>• A strong commitment to AA's vision, mission and values, especially the rights-based approach and the principles of equal opportunity as outlined in AAIK Code of Conduct.</li> <li>• A strong commitment to adhering to and promoting AAIK's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk).</li> <li>• Good communication and interpersonal skills.</li> <li>• Excellent working knowledge of MS Office and ability to use SUN accounting system.</li> <li>• Experience in risk management and auditing of computerized systems.</li> <li>• Strong conceptual and analytical skills.</li> <li>• High degree of integrity and dependability.</li> <li>• Proven ability to work independently.</li> <li>• Commitment to continuous learning and willingness to keep up to date on new developments in the audit field.</li> <li>• Proven ability to write in clear concise manner and communicate effectively orally.</li> <li>• Ability to work in sensitive environments with respect for diversity.</li> <li>• Proven ability to develop and maintain effective working relationships with officials at all levels.</li> </ul>
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 Relationship	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