

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	<b>Internal Audit and Assurance Manager</b>		
<b>Unit</b>	Directorate	<b>Job Family:</b>	
<b>Reports to:</b>	Board	<b>Grade:</b>	F
<b>Location:</b>	Nairobi, Kenya		
<b>Direct Reports:</b>	Internal Auditor		
<b>Job Role</b>			
<b>Role Overview:</b>	This role will be expected to lead provision of assurance to Senior management Team and the AAIK Board on key processes, policies and controls at Country level as well respond to the changing assurance needs of AAIK as the organisation implements the Country Strategy Paper.		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>		
<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>Organisational and Corporate Development</b>	<ul style="list-style-type: none"> <li>Contribute to the development and achievement of the AAI’s strategic objectives including Country Strategy development.</li> <li>Keep the other members of the AAIK informed Internal Audit and Assurance</li> <li>Ensure compliance &amp; stay current with international, regional, and local legal requirements in the programme respective areas</li> </ul>		
<b>Development and Implementation of the combined assurance Approach &amp; Strategy</b>	<ul style="list-style-type: none"> <li>Actively contribute ideas to shape the combined Assurance unit and Approach as adopted by AAIK</li> <li>Position combined assurance as a fit for purpose assurance resource at a country level to contribute to AAIK’s strategy, mission and values</li> <li>Act as a lead on various projects or products to implement the Internal Audit and Assurance strategy as agreed with the Board</li> <li>Market the combined assurance Strategy and Approach to various stakeholders especially at partners</li> <li>Actively engage with the SMT and the Board to ensure consistent development and implementation of the Combined Assurance approach and strategy</li> <li>Review the governance mechanism for transparency and accountability with regard to finance and asset of the entity</li> </ul>		
<b>Providing Assurance:</b>	<ul style="list-style-type: none"> <li>Planning, monitoring and quality review of Combined Assurance engagements on key systems, processes, policies and controls carried out at the Country level.</li> <li>Develop an annual work plan for AAIK and specific area of work, as agreed and provide assurance on key systems, processes, policies and controls in AAIK</li> <li>Ensure Combined Assurance engagements are well resourced depending on the knowledge and skills required for the assignment</li> <li>Prepare, and monitor the budget to implement the annual work plan</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Review ongoing Combined Assurance assignments on the work plan in line with International Standards on Internal Auditing</li> <li>• Prepare Reports to relevant stakeholders on Combined Assurance engagements undertaken</li> <li>• Provide monitoring on the process of management’s monitoring of management Actions in response to Combined Assurance reviews</li> <li>• Conduct combined assurance reviews of impact and importance of Internal Audit</li> <li>• Provide coaching and guidance to the teams that undertake the various assurances engagements</li> <li>• Ensure that AAI’s Assurance Policy and mandatory policies are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable</li> <li>• Collaborate with policy owners to ensure that staff aware of and understand their responsibilities under AAIK policies, their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.</li> <li>• Review reports of programs implemented by the Authority’s to ascertain whether results are consistent with the established strategic objectives and goals and whether the operations or programs are being carried out as planned</li> </ul>
<p><b>Internal Audit and Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Coordinate organizational risk management strengthening, accountability and effectiveness and that will enable management to improve operations by providing a platform for learning across AAIK.</li> <li>• Develop and manage an integrated internal audit function covering all the areas of the operations</li> <li>• Review and present to the Board Audit Committee flexible risk based annual audit plan for approval</li> <li>• Coordinate the conduct of risk based, value for money and systems audit</li> <li>• Provide practical recommendations on how to improve systems, processes, policies and controls</li> <li>• Prepare and submit quarterly reports to the Executive Director and the Board Audit Committee summarizing the results of the audit activities</li> <li>• Review the risk management systems and follow-up on implementation of AAIK’s Risk Management Framework</li> <li>• Coordinate the implementation of the annual audit plan as approved, including as appropriate any special tasks or projects requested by management and the Audit Committee</li> <li>• Formulate and coordinate the implementation of internal audit policies and strategies</li> <li>• Facilitate the annual audit cycle by reporting to the Board Audit Committee on the effectiveness of the external audit process, review audit findings, review management’s responsiveness to audit findings and recommendation</li> <li>• Carrying out special audits and investigations (ad-hoc) as may be required from time to time and submit report of findings to the Board</li> </ul>
<p><b>Learning</b></p>	<ul style="list-style-type: none"> <li>• Facilitate the sharing of learning, based on best practices or from different units within the organization as well from best standards and practices from the industry on risk management</li> <li>• Provide technical support in network meetings and other organizational trainings focusing on risk management and effectiveness of the control frameworks</li> <li>• Provide advice on systems, process, and policy reviews, in agreement with the policy owners</li> <li>• Actively participate leadership meetings to provide strategic input on risk management</li> </ul>
<p><b>Relationship Building and collaborations</b></p>	<ul style="list-style-type: none"> <li>• Support relationships building with internal and external stakeholders to facilitate conduct of assurance engagements and exchange of knowledge on assurance best practices</li> <li>• Build relationships with key internal stakeholders to facilitate the conduct of assurance engagements and identify appropriate areas for management support</li> </ul>

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	<ul style="list-style-type: none"> <li>Interact with other assurance functions from local INGOs and the donor community to exchange knowledge and learn on assurance best practices and developments in risk management.</li> <li>Advise management on effective cost control measures, revenue collection systems and fraud prevention measures</li> </ul>
<b>People Management, Mentoring and Development</b>	<ul style="list-style-type: none"> <li>Ensure maintenance of high audit standards within the unit and adherence to plans, budgets and work schedules</li> <li>Support recruitment of staff (where need be) and ensure availability of and provide appropriate professional development opportunities.</li> <li>Organize capacity development programmes for AAIK and partner staff</li> <li>Establish measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations; coaching, mentoring and other development opportunities; recognition and rewarding for outstanding performance; documentation of performance that is less than satisfactory, with appropriate performance improvement plans.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Perform duties and tasks assigned beyond AAIK's internal audit's assurance services to assist the organization meet its dual citizenship's role</li> <li>Participate actively in Internal Audit meetings, planning and review activities regarding Internal Audit and Assurance.</li> <li>Actively participate in key relevant internal meetings such as review meetings</li> <li>Perform other functions that will be assigned by the Line Manager or Executive Director from time to time.</li> </ul>
<b>Typical People Management Responsibility</b>	
<b>Approximate number of people managed in total</b>	<b>1</b>
<b>Matrix Manager – (projects/dotted line)</b>	<b>Yes – Executive Director</b>
<b>Team Leader</b>	<b>Yes</b>
<b>Manager of Team Leaders/Managers</b>	<b>No</b>
<b>What is the global remit? Operates in:</b>	
<b>Own country</b>	<b>Yes</b>
<b>Key Relationships to reach solutions</b>	
<b>Internal (to ActionAid or team)</b>	<b>Internal and External</b>
<b>Country Senior Management Team</b>	
<b>Peer</b>	<b>Internal Audit and Assurance</b>
<b>GS staff</b>	<b>Internal Audit and Assurance</b>
<b>Executive Director</b>	<b>Matrix relationship</b>
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in commerce, Finance, Accounts, Business Administration, or relevant qualifications from a recognized institution.</li> <li>Have a CPA (K), or CIA, or Certified Chartered Accountant (ACCA), or its equivalent.</li> <li>Must be a member with the Institute of Certified Public Accountants of Kenya (ICPAK) and Institute of Internal Auditors (IIA) in good standing.</li> </ul>
<b>Experience</b>	<p>Appointment to the position will be made from persons who have:</p> <ul style="list-style-type: none"> <li>At least seven (7) years' experience, three (3) of which must be at Audit management level.</li> <li>Proficiency in computer applications and Computer Aided Audit Tools (CAATs)</li> </ul>

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Essential knowledge and skills	<ul style="list-style-type: none"> <li>• Strong leadership and management skills</li> <li>• Excellent planning and prioritization skills</li> <li>• Excellent Skills in Information Management</li> <li>• Strong analytical/problem solving, and management of crisis, conflict, and risk</li> <li>• A strong commitment to embedding feminist leadership, resilience building and AAIK's humanitarian signature.</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>• Excellent conceptual, analytical, documentation and presentation skills</li> <li>• Excellent skills in facilitation and capacity building for inter-linkages amongst staff, partners &amp; stakeholders</li> <li>• High degree of integrity, dependability, and confidentiality</li> <li>• Good interpersonal and communication skills coupled with ability to influence, negotiate, advice, mentor, and train</li> <li>• Ability to work independently and be self-motivated</li> </ul>	
Desirable Knowledge and Experience	<ul style="list-style-type: none"> <li>• Excellent negotiation and communication skills, including demonstrated ability to handle sensitive negotiations on matters affecting AAIK staff, partners and communities.</li> </ul>	
<b>Competency Profile</b>		
Leading organisation	Strategic perspective	Demonstrate alignment AAIK's policies that aide internal audit and assurance in the organization
	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