

act:onaid Job Description and Person Specification

Job Title:	Internal Auditor		
Directorate:	Finance & Operations	Job Family:	Internal Audit
Reports to:	Country Director	Grade:	05
Location:	Islamabad, Pakistan		
Direct Reports:	Not Applicable		
Job Role			
Role Overview:	Responsible to undertake internal auditing of AAPk systems, and offices and partners which access or use AAPk's financial resources to implement projects and programme activities. He/She would require reporting on adequacy of internal controls as a means of optimizing the economic and efficient utilization of organizational resources and provide suitable recommendations. Furthermore, to ensure compliance with international/local policies and procedures and to strengthen financial integrity through recommendations for improving systems and processes. To ensure economical, effective and efficient use of resources both at country program and at partner organization level.		
Accountabilities			

Key Accountabilities / Responsibilities:	Key Activities
Organisational Representation	<ul style="list-style-type: none"> • Represent ActionAid in a variety of forums and maintain external relationships within a diverse range of stakeholders in the sector including national government, key national and international NGOs, donors, academics, social movements, CBO's, media and other relevant institutions. The representation is limited to work relating to the internal audit function only. • Represent ActionAid with other INGO's network, donors in related field (only related with the internal audit functions).
Strategy	<ul style="list-style-type: none"> • Review and contribute to the Country and Intl strategic documents • Participate in the Development of the CSP for the country • Develop strategy in related field to contribute to the CSP • Provide inputs in the CSP • Implement functional strategy
People Management & Capacity Building	<ul style="list-style-type: none"> • Undertake regular field visits to LRP's, Partners and Area Offices for auditing, review and capacity building exercises.
System, Policies and	<ul style="list-style-type: none"> • Ensure compliance with international/local policies and procedures. • Ensure implementation of activities in line with AAPk or donor requirements

act:onaid Job Description and Person Specification

Procedures Management	<ul style="list-style-type: none"> • Any other responsibility assigned by CD, • Any investigation assigned by the management pursuant to complaint policy.
Planning and Implementation	<ul style="list-style-type: none"> • Prepare yearly and quarterly internal audit plan and budget for approval by management. • Make an audit plan based upon the risks identified • Provide suitable recommendations for improvement following audits • Undertake investigations mandated by management • Convene Audit Committee meetings and produce summary reports on findings and trends for discussion
Monitoring, evaluation, learnings, reporting and documentation	<ul style="list-style-type: none"> • Support CD in keeping an overall Risk Register at country office level which is updated and functional for day-to-day use. • Conduct a periodic follow-up on audit recommendations and provide feedback to management • Ensure the use and effective application of the SUN System in AAPk • Help CD and Finance Manager in creating SUN System awareness among the Programme Teams • Carryout regular audit of the SUN system. • Conduct the review of Pakistan country office finance including balance sheet, income and expenditure account, management accounts, returns to UK etc. • Prepare the audit reports in the formats agreed with AAI internal audit. • Provide comprehensive audit reports to Country Director and SMT about <ul style="list-style-type: none"> ○ Compliance with financial policies and procedures. ○ Risks within organization. ○ Results of follow up actions. • Produce the audit reports for CD, SMT and AAI head of internal audit on quarterly, half yearly and yearly basis • Review programme activities (funded mainly by CS incomes and unrestricted incomes) vis-à-vis ALPS principles, programme objectives and efficiency in collaboration with organisational effectiveness focal person. • Conduct audit of partners organizations as part of audit activity or as part of LRP reviews. • Review the effective and efficient usage of funds • Conduct a periodic follow-up on audit recommendations and provide the same to CD for review.
Technical Specifications	<ul style="list-style-type: none"> • Proactively engage with SMT in the risk identification and management process and report progress against action plans. • Update and keep the risk register functional for any unidentified risks within CP. Help CD and SMT to use Risk Register as management tool in day to day management decisions, etc. • Physical verification and reconciliation of fixed assets and inventories in stores

act:onaid Job Description and Person Specification

	<p>at all AAPk directly managed projects, country office Islamabad and at area offices on regular basis.</p> <ul style="list-style-type: none"> • Report non-compliances of policies and procedures (Identification of Policy gaps) • reporting on and detecting embezzlements/losses/financial ineligibilities • Reporting on Value for money (Efficiency, effectiveness and economies of scale of operations) • Support CD and HR in creating compliance culture in the organization. • Updated risk matrix of AAPk.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Typical People Management Responsibility	
<i>Approximate number of people managed in total</i>	Not Applicable
<i>Matrix Manager – (projects/dotted line)</i>	
<i>Team Leader</i>	Yes
<i>Grandfather- manager of Team Leaders/Managers</i>	No
What is the global remit? Operates in:	
<i>Own country</i>	Yes
<i>Geographic Region</i>	No
<i>Multiple Geographic Regions</i>	No
<i>Remit covers all ActionAid countries</i>	No
Role Dimensions	
<i>Financial (limits/mandates)</i>	
Direct departmental budget:	Yes
Organisation-wide expenditure	Yes
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
SMT members, AA Country Program staff, relevant ActionAid International Regional Audit teams	LRPs and Short term partners.
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • A relevant degree. For example, CA, ACCA, CIMA, MBA Finance from any HEC recognised institution. • A formal training in Programme Cycle Management or Human Rights

act:onaid Job Description and Person Specification

	based programming will be an added advantage.
Essential Experience	<ul style="list-style-type: none"> • At least five years relevant experience from a reputable organization, preferably an INGO. We are looking for a person who has not only an excellent understanding of financial aspects; but also has solid experience of Programme Cycle Management (PCM), especially working with Human Rights approach. • Experience of partnership management, especially with the local partners from programming and financial perspectives. • Monitoring the compliance of policies and procedures. • Working in multi-cultural environment. • Experience of managing stressful situations and pressures (both internal and external).
Essential Knowledge	<ul style="list-style-type: none"> • Knowledge of finance and accounting systems at international level, especially in UK and Netherlands. • Programme Cycle Management (PCM) and Human Rights approach for programming. • Thorough understanding of Pakistani finance and accounting systems. • Good understanding of best practices and lessons learnt in non-profit organizations/sector
Essential Skills	<ul style="list-style-type: none"> • Strategic thinking • Report writing • Financial Analysis & management • Presentation, Communication and Public Speaking Skills • Negotiation, Networking & Interpersonal • Planning & Organizing • Time Management • Facilitation & Coordination • Problem Solving • Crises Management/Conflict Management/Risk Management • Fluency in written and spoken English and national language • Advance skill level of MS Excel
Essential Abilities	<ul style="list-style-type: none"> • Work under pressure and stressful situations • Promote synergies among teams in a multi-cultural work environment • Work towards tight deadline • Travel frequently • Work independently with minimum support • Solution oriented and pragmatic • Work on own initiative with minimum supervision and to stay on agreed strategic direction. • Ability to engage effectively with women, children & youth • Engage diverse partners at all levels
Organisational Structure	

act:onaïd Job Description and Person Specification

Country Director
↕
Internal Auditor

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAI's and the AP/CP's mission and comply to its values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility*

Please submit your applications online on the following link:

www.actionaidpakistan.org/aapk_jobs