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| **TITLE:** Audit Associate | | |
| **TEAM/PROGRAMME:** GlobalAssurance | **LOCATION:** Nairobi, Kenya with up to 40% international travel | |
| **GRADE**: 5 | **CONTRACT LENGTH:**  Two year renewable | |
| **CHILD SAFEGUARDING:**  Level 3:  The post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  Global Assurance (GA) supports the Boards of various Save the Children entities [including, but not limited to, Save the Children International (SCI), Save the Children Fund (SCUK) and Save the Children Federation Inc (SCUS)] and the management of these organisations by evaluating the adequacy and effectiveness of the governance, risk management, control and oversight systems in place.  GA is a truly international team based across four ‘hubs’ in London, Nairobi, Washington D.C. and Manila. The role holder will be part of this global team delivering high quality, outcomes-focussed internal audit assignments, reviews, investigations and other work assigned to them to meet agreed professional standards and stakeholder expectations, on time and within budget. They will be expected to join audit teams across the globe, perform audit work, and contribute towards the production of high quality, value-adding audit reports in English that are clear, concise, timely and solutions-driven. They will also be expected to maintain strong professional relationships with their team and auditees, ensuring that they keep up-to-date with changes and events that have a significant impact on the risk profile of actual as well as potential assignments.  The role holder will be sponsored by Save the Children International to simultaneously study towards a professional qualification/ certification with the Chartered Institute of Internal Auditors – over a period of up to two years. | | |
| **SCOPE OF ROLE:**  **Reports to:** Global Assurance Manager  **Staff reporting to this post:** None  **Budget Responsibilities:** None  **Role Dimensions**:  The role holder is expected to:   * Travel and deliver audits across the whole of our programming portfolio. This includes fragile states, unless travel is restricted by the organisation. The travel profile generally follows 2-3 weeks working in other countries, followed by 4-5 weeks in the home country.When abroad, it is sometimes required to work on a particular festival or bank holiday in the home country, to be recompensed with a day offered in lieu. * When working from home or carrying out audit work remotely in Kenya, be comfortable occasionally flexing working hours to fit in with the needs of the wider GA team or audited unit. * Take part in all team learning events during the year – these are both face-to-face and online learning events. | | |
| **KEY AREAS OF ACCOUNTABILITY :**   * Deliver and report on internal audit work and follow-up on assignments to a high standard and within budget, with all audits being conducted in teams. * Work with the Global Assurance Management Team and Team Leaders as required, to deliver on audit assignments. This involves planning activity to understand a country context and the organisation’s operations, undertaking detailed field and home-based testing to determine the strength of business processes and key controls, and drafting audit findings and remedial actions for audit reports. * Take personal accountability for developing technical auditing skills in line with professional standards by studying for a professional certification, and passing all exams on the first attempt. * Assist with specific organisational projects as assigned; these may be for the Board, the Chief Assurance Officer or the Global Assurance Management Team. * Present a positive face of Global Assurance and aim to build strong relationships both through effective collaboration, being up-to-date with organisational changes, and the delivery of first-class results. * Work to a defined internal audit methodology, and meet the expectations of team leaders and managers in delivering high quality internal audit work * Develop and apply a comprehensive understanding of key business areas and accepted good practice to all audit work undertaken. * Participate in workshops and presentations as required by the organisation. * Contribute to systems development work, helping provide sound advice regarding appropriate levels of internal control & oversight, and facilitating the effective management of risk. * Support Global Assurance colleagues and managers in activities that contribute to the future shape and direction of the Global Assurance function | | |
| **BEHAVIOURS (Values in Practice)**  **Accountability:**   * Holds oneself accountable for making decisions, managing resources efficiently, achieving, and role modelling Save the Children’s values. * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved. * Using internal audit as an effective tool for fostering a strong culture of accountability throughout the organisation.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same. * Widely shares their personal vision for Save the Children, engages and motivates others. * Future orientated, thinks strategically and on a global scale**.**   **Collaboration:**   * Builds and maintains effective relationships within the hub for which they have responsibility; this includes their team, colleagues, Members and external partners and supporters. * Values diversity, sees it as a source of competitive strength. * Approachable, an active listener and a true collaborator.   **Creativity:**   * Develops and encourages new and innovative solutions. * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity. | | |
| **QUALIFICATIONS**   * Undergraduate degree   ***OR***   * Experience in relevant operational areas (e.g. within International Programs in an NGO context) and be willing to learn the appropriate audit skills | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * A real desire to learn internal auditing skills, preferably supported by a basic understanding of risk, control and the internal audit process, and a demonstrable interest of working for a complex INGO. * Be detail-orientated, and committed to undertaking work in a logical and disciplined manner, in line with the prescribed methodology. * Ability to complete multiple projects, with conflicting priorities, on a timely basis. * Good experience in producing high quality effective written communication in English. * Strong interpersonal skills and the ability to articulate effectively at all levels. * Willing to undertake high amount of travel overseas and work well, with or without supervision, under difficult conditions in some of the most underdeveloped, insecure and remote parts of the world. * Strong cultural awareness and be able to work well in an international environment with people from diverse backgrounds and cultures. * An ability to focus on detail and an analytical mind-set. * Able to demonstrate standards of ethics and integrity. * Commitment to Save the Children values.   **Desirable**   * Exposure to large international commercial or INGO internal audit experience would be a distinct advantage * Proficiency in a second core language of Save the Children (French, Spanish, Portuguese or Arabic). | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **JD written by: Jim Malbon** | | **Date: October 2022** |