



Intern - Internal Audit

- **Vacancy for:** 1
- **Posted on:** April 12, 2018
- **Deadline:** April 20, 2018, 5 p.m.

GRADE: NA

TEAM/PROGRAMME: Global Fund

LOCATION: Country Office, Save the Children

CONTRACT LENGTH: 11 months

CHILD SAFEGUARDING: Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; or the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at 'standard' level in the UK or equivalent in other countries).

ROLE PURPOSE:

Save the Children is the leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We reached approximately two million populations and invests over 40 million US dollars annually to reach more children than ever before, through programs in Health, Nutrition, Education, Protection and Child Rights and Governance, Livelihood, HIV and AIDS, and Humanitarian crises.

The Intern - Internal Audit under close supervision of the Internal Audit Officer and Manager will support the internal audit team in conducting audit of SCI and its partners as per the annual plan including compliance checks as per donor agreement and provide recommendations for improvements. S/He requires working closely in coordination with Global Fund Team. S/he will spend the 80% time in field for Global Fund partners'/field offices'/Satellite office audit.

KEY AREAS OF ACCOUNTABILITY:

- Assist internal audit team in conducting audit of SCI and its partners as per the annual plan including compliance checks as per donor agreement and provide recommendations for improvements.
- Ensures that accepted accounting and audit principles and policies are followed, and evaluates the adequacy and effectiveness of internal control system including accounting procedures and operating systems and recommends for improvements.
- Assist in monthly Cash Count and regular inventory check.
- Properly document the audit process and prepare audit files.
- Ensure all documents are regularly uploaded in Audit Share Folder as well as in E-Library system of SCI.
- Assist in monitoring follow up activity to ensure follow ups are in line with agreed recommendations within specific period of time. Ensure the audit follow up on OPMS are regularly updated by the auditee.
- Assist in preparing monthly report which includes Monthly Progress Tracker, Audit Log Sheet, Question Cost status & Pending Audit issue status, Audit Follow up summary and Feedback Summary.
- Support Audit Officer and Manager as required for any other assignment.
- Be active on highlighting risk foreseen.
- Enhance knowledge and learn about SCI, its culture and work.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children 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

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATION

- CA/ACCA Ongoing (highly preferred) or Bachelor in Business Studies/Administration, Management or related disciplines

EXPERIENCE AND SKILLS

- Prior internship in an audit firm and/or involvement in the audit of I/NGOs will be an advantage
- Proactive and strong learning attitude
- Ability to work in a team
- Flexible to work long hours
- Fluent in speaking and writing English
- Computer skills on MS Word, Excel

Applying Procedure

Apply Link : <https://merojob.com/intern-internal-audit/>

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