

actionaid Job Description and Person Specification

Job Title:	Internal Audit Manager (IAM).			
Department:	Institutional Governance Assurance	and	Salary Level	Senior Managerial (SM4)
Directly Reports to:	Country Director			
Location:	Accra Office			
Directly Supervises:	None			
Job Purpose				
Job purpose: (state major reason for the position)	The role of internal audit function is to provide independent, objective assurance and advisory activity designed to create and protect value. It will also support the ActionAid’s efforts to achieve its objectives by systematically evaluating and improving the effectiveness of governance, risk management, and control processes." Therefore, the purpose of the role is to support the country programme independently to establish and maintain effective and efficient internal control systems to safeguard organisational assets and values and to ensure optimum use of resources to achieve organisational goals. The post holder will also work in close consultation with ActionAid International Internal Audit Team to ensure effective compliance with Federation requirements and accountability mechanisms.			
Accountabilities				
Key Responsibilities: (List the major responsibilities the job holder is expected to perform)	Key Activities			
Internal	• Applies sound knowledge and understanding of internal auditing techniques to AAG’s system of internal controls involving all functions of its operations. • Ensures continued systems improvement to enhance accountability and efficient use of the organisation’s resources • Ensures that financial policies are complied with in a manner consistent with AAG’s values, mission and objectives.			

	• Ensures that established procedures are being properly followed while allowing for creativity and innovativeness consistent with ActionAid values. • Ensures that AAG assets are adequately safeguarded and accounted for by persons responsible. • Provides reliable, adequate management information for qualitative decision making. • Assesses adequacy of capacity of partners in financial matters and advise management accordingly • Coordinates the design and implementation of organizational risk management strategic plan. • Develops audit plans and programmes in accordance with requirements of internal audit process and in consultation with the Country Director. • Conducts audits as per the approved annual audit plan • Ensures timely issuance of all audit reports and communicate results to the Country Director, the Finance and Audit Committee Chairman and other senior management staff as may be required. (Distribution lists) Provides capacity building support to staff and partners in areas of financial and accountability systems, processes and procedures to strengthen internal controls. • Advises Management on effectiveness and efficiency in the use of the organisation's resources • Undertakes special investigations and assignments as and when required by the Country Director. • Carries out any other assignments as may be requested by the Country Director in accordance with organisational policies, values and mission. • Conducts periodic follow up on the implementation of all outstanding audit recommendations (both internal and external audits).
External	• Provides timeous summary audit information and reports to AAI Internal Audit Manager, as and when required • Provides support to other AAI country programmes and AAI Internal Audit as and when required • Support AAI Internal Audit review of ActionAid Ghana as and when due and/or required. • Provides support for the Annual Statutory/External Audit of ActionAid Ghana.
Corporate Governance	• Provides periodic updates to the Finance and Audit Committee on critical audit and risk issues of ActionAid Ghana

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	Undertakes follow-up activities as may be assigned by the Finance and Audit Committee of the Board of Directors
Fundraising	Support in the development of concept notes and proposals to raise funds for AAG's work
Safeguarding obligation	- Monitor, review and alert management on the streamlining of child safeguarding policies into all our work - Practice child protection and safeguarding regulations and support staff compliance to the policy. - Be a focal person for Whistleblowers
Typical People Management Responsibility	
Approximate number of people managed in total	NA
Approximate number of people matrix managed: (projects/dotted line)	NA
Team Leader (Yes/No)	No
Grandfather- manager of Team Leaders (Yes/No)	No
Relationships/Assets maintained	
Internal Relations (Describe level and nature of contacts with AAG)	<i>The post holder will work closely with all Budget holders including project and programme Managers and the Board Sub-Committee on Audit and Finance.</i>
External Relations (Describe level and nature of contacts outside AAG)	<i>Will be in constant contact with ActionAid International Head of Internal Audit. The post holder will also be working with ActionAid Ghana Partners.</i>
Responsibility for Assets (Describe types of assets directly handled or supervised)	<i>Laptop and Phone</i>
Person Specification	
EDUCATIONAL QUALIFICATION (State minimum entry educational/professional qualification required by the position)	Must have a high degree (at least Masters Level) in Accounting and related field and a member of a recognised professional accounting body such as ICAG, ACCA, CPA and CIMA with at least 5 years relevant experience in financial management or 1 st degree in Accounting and Finance related field + 10yrs relevant experience and membership of an accounting body such as indicated above.
TECHNICAL (State core job knowledge /skills required for successful execution of the job).	- Advanced knowledge of the use of accounting software (knowledge of SUN Accounting and Vision Executive will be an added advantage). - Have strong knowledge of internal controls and budget/cash flow monitoring.

	• Must have a good knowledge of regional and international accounting standards. • Experience in financial management of development projects especially for projects funded by development partners DFID, EC and UN • Ability to use Microsoft Office applications • Good audit experience (preferably a mix of internal & external)
MANAGERIAL (State core managerial knowledge/skills required for successful execution of the job)	• People management skills. • Programme management skills • Financial management • Must be able to work with very little supervision.
Competency Profile/Personal Attributes	
Cross-cultural	Knowledge, skills, and affect/motivation that enable individuals to adapt effectively in cross-cultural environments.
Gender sensitivity	Refers to the modification of behaviour by raising awareness of the role of men and women.
Child sensitivity	Attitudes aimed at protecting children and young people who are underage and to encourage family stability.
Integrity	is the quality of being honest and having strong moral principles and uprightness.
Good communication skills	Ability to make very clear, coherent verbal and written presentations in English at meetings and for reporting and proposal development
Tolerance	Ability to work with several associates with each doing a part but all subordinating personal prominence to the efficiency of the whole
Interpersonal skills	Are measures of how adept you are at interacting with others. Active listening is an interpersonal skill, as is knowing how to communicate to someone else that you respect him or her.
Teamwork	Ability to work with several associates with each doing a part but all subordinating personal prominence to the efficiency of the whole.

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Negotiation skills	Involves being able to discuss and reach a mutually satisfactory agreement.
Feminist Leadership Approach	Knowledge of feminist leadership principles and ability to exhibit and foster feminist leadership approach to create a conducive atmosphere for increased productivity.