

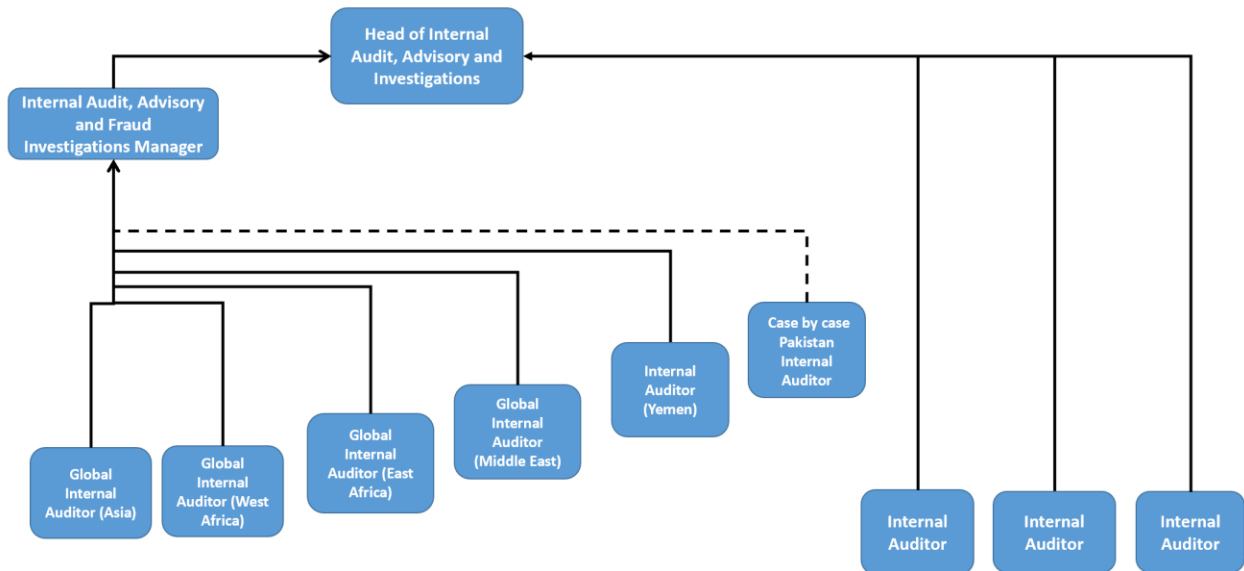
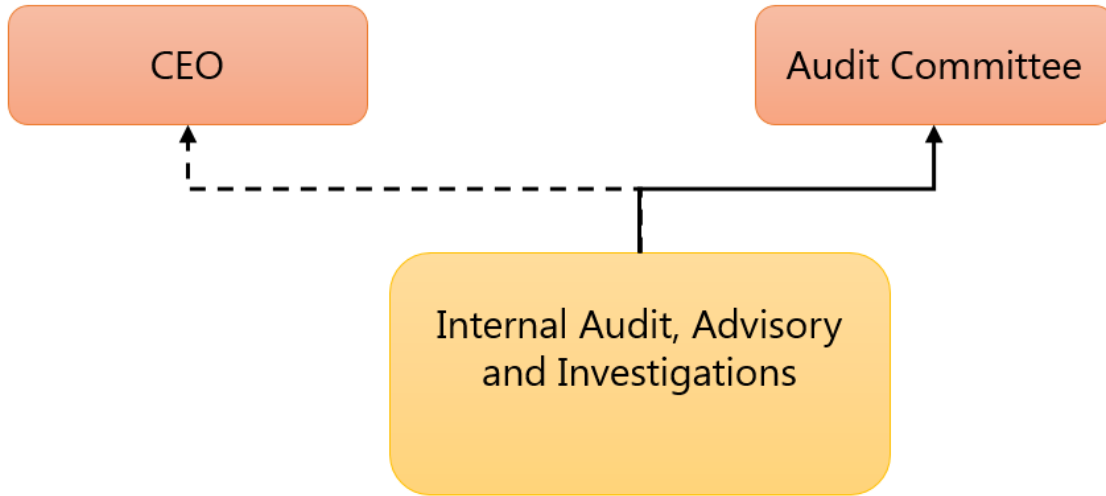
Islamic Relief Worldwide



Global Internal Auditor (Asia)

BASE LOCATION:	Based in the region (Asia)
REPORTING TO:	Internal Audit, Advisory and Fraud Investigations Manager
LINE MANAGEMENT RESPONSIBILITIES:	None
PURPOSE OF DIVISION:	<p>The Chief Executive Officer Division manages the organisation's role in developing and implementing organisation performance management frameworks, ensuring that a culture of continuous improvement is embedded throughout the organisation.</p> <p>It does so through providing comprehensive Chief Executive Officer services and through its strategy, policy formulation and evaluation and audit functions. Equally importantly, this division inspires IR colleagues anywhere to contribute to the development, deployment and pro-active monitoring of IR's organisational strategy, policies and processes – which are all dynamic, inclusive of IR's partners, stakeholder focussed and regularly reviewed and updated.</p>
JOB PURPOSE:	<p>The Global Internal Auditor (GIA) discharges work that supports IRW's Audit Committee in providing independent assurance to the IRW Board on the state of the control environment and risk management arrangements within IRW. The work undertaken covers an assessment of outputs, impacts and performance across the various areas of the organisation and the organisation as a whole. The GIA will support the Internal Audit department in matter that include;</p> <p>To conduct complex investigations on incidents which expose IRW to significant financial, reputational and programmatic harm. To advise senior management on key risks and outcomes of investigations meeting ethical and UK requirements (as best practice).</p> <p>To carry out independent appraisals of the effectiveness of the policies, procedures and standards in all Islamic Relief offices however a specialism in Regional Field Offices by which the charity's financial, physical and information resources are managed.</p> <p>To add value by acting as a advisor in risk management while carrying out 'value-for-money' reviews, thereby assisting the Islamic Relief Internal Audit Unit (IAU) and the Regional Desk in the effective discharge of their responsibilities. To ensure that all guidelines and procedures for institutional grants are followed by Islamic Relief Field Offices in the said Region.</p>

IRW Structure





KEY WORKING RELATIONSHIPS

- Advise senior management, field and partner offices to support the design and delivery and to check compliance to internal controls
- Regular reporting to the Internal Audit, Advisory and Fraud Investigations Manager.
- Maintaining strong working relationships with management and staff both at HQ and worldwide
- Meet key objectives/assist with planning the audit year plan
- Liaising with external entities in the field e.g. external auditors, local NGOS and local government officials

SCOPE AND AUTHORITY

Scope of the Role:

A significant role in risk management, audit and investigations which involve a disciplined set of skills (e.g. risk-based auditing) to meet ethical and best practice guidance. Further to provide advice to senior management on regional matters and key risks. To conduct investigations and assurance engagements and make recommendations in audit reports which will impact the control environment in the offices and projects. Conducting independent audits (investigations, funding compliance and high level control) and making stand alone decisions based on previous knowledge and experience. Further to provide advice to the IR Family on best practice across finance, HR, programmes and other core activities to the business. Ensuring best values and principles are applied when interacting with beneficiaries and local officials.

Responsibility for Resources:

Will lead the regional audit presence in the field. Regular audit reports to directors to give a risk picture. Auditing and investigating and other assurance engagements analysing data and drawing conclusions from findings which is then compiled together in reports. This includes collating and handling sensitive information when conducting audits and investigations. Having access and dealing with confidential information through the audit work processes. Keeping records of external audit reports and management letters for field offices.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff..

1. Regional oversight:

- To provide advice to the Regional Director over a range of issues and risks and in addition on outcomes of audits
- Conduct risk based assessments across finance, procurement, HR, programmes and all other areas of operation of the IR field office (and when required HQ)
- To provide practical and appropriate recommendations to improve processes in field offices.

- To conduct oneself in accordance with IIA Code of Ethics at all times
- To report to senior management and Audit Committee (when required) of the key concerns at field level
- To engage with management with diplomacy, openness and honesty of the outcome of the risk based assessments.
- To travel to Islamic Relief field offices to conduct internal audits based upon the terms of reference.
- To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation
- Updating the internal audit section on the extranet site.

2. Internal Audits:

- Provide assurance on country office compliance with laws, regulations, and organisation policies by examining and analysing records, reports, operating practices;
- To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation
- To provide both management and the audit committee with an opinion on the internal controls and value for money in the charity.
- To travel internationally to Islamic Relief field offices to conduct internal audits regularly.
- To conduct and monitor the audit follow up and ensure the action plan has been met according to deadlines. Need to ensure each point has been dealt with and risk has been mitigated
- Keep up to date with all internal policies and guidelines to ensure compliance.
- May be expected to carry out any other duties in line with the job purpose as requested
- Where necessary provide translation for audit and investigation purposes
- To conduct the work within the Code of Ethics

3. Investigations:

- To conduct complex investigations on incidents which expose IRW to significant financial, reputational and programmatic harm.
- To advise senior management on key risks and outcomes of investigations meeting ethical and UK requirements (as best practice)
- Provide assurance on country office compliance with laws, regulations, and organisation policies by examining and analysing records, reports, operating practices;
- To travel internationally to Islamic Relief field offices to conduct internal audits regularly.
- To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation

- To provide both management and the audit committee with an opinion on the internal controls and value for money in the charity.
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- May be expected to carry out any other duties in line with the job purpose as requested
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4. Risk Management

- To provide advice to the Regional Director on risk management and risk in the region
- To lead country meetings on risk management and provide advice to collate a detailed and thorough risk register and associated processes
- To be aware of the latest issues on risk management
- To promote a risk management culture
- To report key risk management issues at regional level to the IAM in a timely and transparent method
- Updating the internal audit section on the extranet site and risk management system including the uploading of recommendations.

5. Training

- Providing advisory sessions on areas including:
 - Risk Management (their responsibilities under CC26)
 - Internal Audit (the role of)
- Liaise with country and regional management teams to determine specific training needs for country office staff
- Train field office staff members depending on the training needs identified for each country office
- Train country and regional teams on anti-fraud and anti-money laundering
- Development of appropriate training material for Risk Management, Internal Audit, Anti-fraud and Anti-Money Laundering which are in line with UK Charity, related standards and organisation requirements
- Provide training on organisation policies and procedures including best practices

6. Audit programme

- Contribute to the audit programmes based on officer's specialism
- Development of audit programs and audit tools to be used by the internal audit staff in conducting day to day activities

- Identifying country laws and regulations which field offices are required to comply with and update internal audit compliance libraries with this information
- Updating internal audit knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks
- Enhance internal audit department and organization reputation by exploring opportunities to add value to job accomplishments.

7. Lead and promote change in controls to meet best practice across all areas of operation

- Provide advice to field offices on the role of their internal audit function and to their assurance providers
- Provide advice on key controls by Country and Regional Director/Head of Region meetings (e.g. finance (e.g. Fixed Assets, Expenditure), human resources, programmes, child protection, information technology, procurement and logistics and fundraising
- Establishing compliance libraries for key processes which include but are **not limited to (depending on the specialism of the officer) which may include:**
 - Finance (e.g. Fixed Assets, Expenditure)
 - Human Resources
 - Programmes
 - Child Protection
 - Information Technology
 - Procurement and Logistics
 - Fundraising

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and sympathy with the Islamic values and principles as well as commitment to Islamic Relief Worldwide's vision and mission.

Essential:

Knowledge, Skills and Qualifications and Experience

- A part or fully recognised professional qualification (same as or equivalent to):
 - CIMA (Chartered Institute of Management Accountants)



- ACA (Association of Chartered Accountants)
- ACCA (Certified Chartered Accountant)
- CIIA (Institute of Internal Auditors)

which implies a thorough knowledge of the principles, procedures and practices of accounting and financial records and transaction.

- A knowledge of audit procedures, including planning, techniques, test and sampling methods involved in conducting audits
- Experience of internal audit
- Good time management skills
- Strong written and verbal communication skills in English
- Conduct themselves in a professional manner at all times and a good understanding of the IIA's Code of Ethics
- An ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports
- An ability to maintain current knowledge of developments related to business matters of interest to internal audit, particularly legislation changes and developments as they affect charities, and new auditing techniques and practices
- The Global Internal Auditor is expected to travel to Islamic Relief field offices across the region. This may be on short notice and such visits could realistically last from several days to several weeks. Depending on circumstances, it is envisioned the post holder will be required to travel for approximately six months per calendar year.
- The International/Global Internal Auditor must make necessary travel arrangements, visas and other travel documentation with the office in the base location and research and arrange for necessary inoculations in good time for field visits.
- Ability to use MS Suite (e.g. Office and Excel) and understand financial databases (e.g. AX)
- An ability to maintain knowledge of developments in the sector

Personal Qualities

- An ability to establish and retain effective working relationships with other staff and to communicate clearly and effectively, both orally and in writing



- An understanding of and empathy with the Islamic principles which underpin the work of Islamic Relief
- Culturally sensitive in working with officers
- An ability to work unsupervised and be flexible (e.g. travel may be on short notice).

Desirable:

- A fully recognised professional qualification (same as or equivalent to):
 - CIMA (Chartered Institute of Management Accountants)
 - ACA (Association of Chartered Accountants)
 - ACCA (Certified Chartered Accountant)
 - CIIA (Institute of Internal Auditors)

Signed by: _____ (Direct Line Manager)

Signed by: _____ (Divisional Director)