**JOB DESCRIPTION**

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| **Job Title:** | **Head of Internal Audit** |
| **Company:** | Self Help Africa is an Irish-headquartered international development  organisation that is dedicated to ending hunger and poverty in rural  Africa. It is the main operating entity in the Gorta group of companies that also includes Partner Africa, TruTrade and Self Help Africa NI.  We are an ambitious and growing organisation with expertise in small-scale farming, growing farm businesses, nutrition and supporting rural poor communities to access new markets and earn fair prices for their produce. We have recently added humanitarian response to our portfolio to allow us to provide emergency assistance to communities that we work with.  Self Help Africa is the result of a series of mergers that have taken place in  the past decade. In 2008, Self Help Africa was formed from the merger of Irish NGO Self Help Development International and UK-based Harvest Help. In 2014 a merger was concluded with Gorta, Ireland's longest established international agricultural development organisation. A series of other, smaller NGOs have also become a part of the organisation, including Africa Now, Traidlinks and War on Want N.I.  Self Help Africa receives funding support for its work from the general public, as well as from Irish Aid, The European Union, UK Aid, USAID, a wide variety of philanthropic trusts and foundations and other sources.  We have a long track record of success, and this year will help to lift  close to four million people out of extreme poverty.  Self Help Africa has a strong retail presence with 24 retail charity outlets on the island of Ireland. We also have subsidiary social enterprises in TruTrade, providing smallholder farmers in East Africa with a reliable source to market for their produce; and Partner Africa, a consultancy that provides ethical audits and promotes socially responsible business practice across the continent of Africa.  Self Help Africa currently works in eight countries in sub-Saharan Africa, and has offices in Dublin, London, Belfast, Shrewsbury and New York. |
| **Contract Type:** | Full time / Permanent |
| **Location:** | Dublin with 50% travel to field sites |
| **Reports to:** | Chair of Audit Finance and Risk Committee (**AFRC**), Executive Director (**ED**) |
| **Salary range** | €55,000 - €65,000 per annum |
| **Job Purpose** | To provide the board and stakeholders assurance, that SHA and the Gorta group companies are meeting its statutory, donor and best practice standards and guidelines. This means ensuring the Head of Internal Audit (HIA) will perform and oversee regular and ad hoc audits and reviews of Self Help Africa and the Gorta Group of companies systematically and report quarterly to the AFRC.  Positioned independently of the Finance function, the Head of Internal Audit will provide independent advice, assessments and recommendations to the AFRC, the board and its other sub-committees in a systematic, disciplined way that evaluates and improves the effectiveness of SHA’s internal control environment, risk management, internal processes and governance processes. |
| **Key Responsibilities:** | - Lead the Internal Audit function as guided by the Internal Audit Charter.  - Be a contact point for internal, external and donor audits.  - Promote a culture of compliance with SHA’s risk management, internal control processes, policies, manuals and procedures and external regulations such as major institutional donor rules and regulations.  - Prepare, manage and implement annual SHA Internal Audit plan.  - Plan, manage and lead the internal audit assignments in HQ, country offices, subsidiary companies and partner organisations in line with the IA plan.  - Utilise internal audit resources (plus pro bono support) to maximise Internal Audit delivery.  - Build, manage and maintain relationships with senior and mid-level management.  - Prepare and review audit programmes, templates and test plans to ensure a standard and consistent approach to Internal Audit assignments.  - Produce clear, concise, audit reports for submission to the AFRC quarterly.  - Ensure management responses are agreed with follow-up actions and implementation deadlines. - Prepare and maintain an up to date audit issues log to ensure that agreed actions are closed in a timely manner.  - Prepare progress reports for the AFRC for Internal Audit and Risk Management activities.  - Maintain and report Risk Management Register submissions half yearly to the AFRC.  - In conjunction with the Compliance and Finance Manager (CFM) train, develop and coach in-country Internal Auditors/Compliance Officers and Finance Officers and support them or their partners in delivering their plans.  - Provide training to country offices and subsidiary companies in process improvements.  - Work with the Compliance and Finance Manager to ensure all policies and procedures are up to date, compliant with donor requirements and consistent with best practice and standards.  - Conduct internal audits of specific donor projects and programmes to ensure the Country Office or subsidiary’s preparedness for donor audit.  - Conduct review assessments of subsidiary companies, new or proposed merged entities to ensure preparedness for statutory audits, funding contracts or acquisitions.  - Conduct ad-hoc internal audit, due diligence, compliance and/or financial investigation assignments as requested by the AFRC or the board.  - Ensure that SHA is providing value for money and seek out opportunities to reduce costs and eliminate inefficiencies.  - Promote a culture of compliance throughout the organisation with a focus on risk management and prevention of fraud and corruption through continuous training. |
| **Knowledge and Experience** | Minimum seven years practical finance experience, of which at least four years is at a senior level, preferably in a mid to large international NGO. |
| **Qualifications/Other Requirements** | **Essential**   * Internationally recognised Accounting Qualification (ACA, ACCA, CIMA, CPA) * Previous experience of working in financial and internal audit * Previous experience of working with institutional donor funding and an understanding of the audit/compliance environment in which institutional donors operate * Understanding of the key principles of sound financial management and the standard policies and procedures that apply in the INGO sector * An understanding of risk management principles and its application * Willingness to travel 50 per cent of time working at country offices in Africa.   **Desirable / Advantageous**   * Genuine interest in the not-for-profit sector * Experience of working in the overseas development sector * Knowledge of Salesforce |
| **Role Competencies:** | * Excellent verbal, analytical, organisational and written skills * Ability to interact internationally and across cultures * Positive, proactive and motivated with a strong commitment to Gorta-Self Help Africa’s vision, mission and values * Excellent ICT skills including a good knowledge of MS Office and accounting software * Attention to detail and the ability to produce timely and accurate reports |
| **Key Relationships:** | **Internal**   * Audit Finance and Risk Committee, particularly the Chair * Executive Director * Chief Finance and Operations Officer * Compliance and Finance Manager * Finance staff throughout organisation * Contracted / pro-bono internal audit resources * Country Management Teams and their support finance and admin teams   **External**   * Statutory auditors * Institutional donors |

Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Specific roles may require police/DBS/Garda vetting.

**Self Help Africa is an equal opportunities employer**