

*Join Our Team*

Advert for Internal Auditor

**Background**

Self Help Africa (SHA - formerly United Purpose) Malawi, is an international non-governmental organisation working to create opportunities for lasting improvement in people's lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy, and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in sixteen countries across Africa, Asia, and South America, however, our Malawi programme is by far and away our largest and most established country programme. SHA currently operates in 17 districts in Malawi, supporting 24 on-going projects. This is an exciting time to join us as we seek to tackle global challenges in progressive and innovative ways.

**Our three core values are:**
▪ Impact: We are accountable, ambitious, and committed to systemic change.
▪ Innovation: We are agile, creative, and enterprising in an ever-changing world.
▪ Community: We are inclusive, honest and have integrity in our relationships.

**Job Purpose:**

Under the general direction and supervision of the Head of Internal Audit, the Internal Auditor examines and evaluates the adequacy and effectiveness of the Organization’s governance processes, provide risk management support and to optimize efficiency and using internal control systems to accomplish the organization’s and donors’ objectives.

 **Key duties and responsibilities:**

1. **Internal audit Planning and organizing audits**
* Work with the Head of Internal Audit in conducting risk assessment of the projects and the organisation as a whole.
* Plan and execute audit engagements, including data analysis and testing.
* Review financial statements and supporting documentation.
* Evaluate internal control systems and ensure adherence to applicable laws.
* Perform risk assessments and internal control evaluations and detect discrepancies.
* Identify and investigate potentially fraudulent activities or financial irregularities.
* Prepare and present audit reports to the Head of Internal Audit and or Country Director and Global Head of Internal Audit.
* Collaborate with external auditors during statutory audits and regulatory compliance assessments.
* Monitor the implementation of audit recommendations and execute remedial actions.
* Develops annual audit plan.
* Liaises with management in the preparation of each programme review, managing and controlling the process to ensure that objectives are met.
* Develops audit scope and objectives, identifies appropriate audit criteria, and designs procedures to achieve audit objectives.
* Plans for resources needed for the audit.
* Stay updated with the latest industry regulations and best practices in internal auditing.
* Conducts opening meetings with project staff to explain the scope and objectives of audit engagement and provide an overview of all steps in the audit process.
* Develops a thorough understanding of the business processes in scope for assigned audit and document or update business processes in the form of process narratives and/or flow charts.
1. **Risk Assessment**
* Identifies and compiles inherent and operational risks faced by the projects and the organisation.
* Develops an appropriate audit approach, test procedures and sampling criteria based on professional judgment and internal audit methodology.
* Inspects records compiled by the projects to evaluate how risks have been managed.
* Checks compliance to donor rules and regulations.
* Compiles risk status reports for review by the Head of Internal Audit using the information gathered during the audit.
1. **Monitoring and Evaluation of Internal Controls**
* Evaluates the adequacy of processes, design and the effectiveness of internal control systems in meeting business and control objectives.
* Identifies and documents control and process weaknesses and provide evidence to support findings.
* Document processes, performs audit tests and prepares working papers
* Organizes and references working papers for review by Head of Internal Audit, ensuring that evidence maintained in the audit file is sufficient to support audit work undertaken.
* Proposes practical and value adding recommendations to address control weaknesses and/or process inefficiencies.
* Meets Project management to discuss the state of their systems e.g accounting systems, procurement systems, operations – etc
* Prepares and presents clear and concise reports that reflects audit results/ outcome
* Leads in closing meeting with clients at the end of field work providing clear explanations for identified issues.
* Participates in follow ups of audit findings for both external and internal audits.
* Prepares consolidated quarterly report where all critical findings are summarized for review by the Head of Internal Audit and further action by programme management.
* Communicates any interim findings as and when the audit progresses.
1. **Investigations**
* Conducts audit investigations as and when required
* Preparation of comprehensive and clear reports
1. **Departments**
* Prepares departmental budgets in liaison with the Head of the Internal Audit and gathering the necessary data on the same.
* Requisitions of stationery for the Audit department
* Develops and maintains an effective, up to date and easy to retrieve filing system for the audit department
* Develops and maintains effective and professional working relationship with all levels of staff within the audit clients including senior management and global office teams.

**Minimum qualifications/Requirements:**

* Bachelor’s degree in Auditing, finance, accounting or a related field.
* Professional certification, such as CIA (Certified Internal Auditor) or CA (Chartered Accountant).
* Proficiency in preparing and reviewing financial documents and audit reports.
* Strong communication and interpersonal skills to effectively collaborate with stakeholders at all levels.
* Excellent analytical, problem-solving and critical-thinking skills
* Working knowledge of MS Office applications (Excel, Word, Outlook).
* Excellent verbal and written communication skills.
* Strong ethical standards and a commitment to maintaining confidentiality.
* Ability to travel (80% of the time will be spent in auditing projects that are spread countrywide).

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to <https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000EAUZU%20-%20Advert%20for%20Internal%20Auditor%20(62261>

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 17th May, 2024.** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organization, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**