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**JOB DESCRIPTION**

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| **Job Title:** | **Internal Audit Manager** |
| **Company:** | Self Help Africa |
| **Department:** | Finance Department |
| **Location:** | Lilongwe |
| **Reports to:** | Country Director |
| **Job Purpose:** | The Internal Audit Manager is responsible for designing and maintaining an internal audit function for the BETTER Programme.  This will ensure an internal quality control system that s provides operational and financial integrity based on:   * The EU’s operational guidelines, * International Standards on Auditing, and * The financial and administrative policies and procedures of the BETTER Programme consortium partners. .   The Internal Audit Manager will maintain and review processes for continuous assessment of financial and operational systems and their constant improvement, with a view to ensuring transparency and accountability for all Programme activities and reducing identified risks.  BETTER is a five-year EU funded programme that aims at increasing resilience, food, nutrition and income security of smallholder farmers in 10 districts (Karonga, Chitipa, Mzimba, Kasungu, Nkhata-Bay, Nkhotakota, Salima, Chiradzulu, Thyolo and Mulanje) across the country. The programme will be implemented by five NGOs namely SHA Malawi (Lead), Action Aid, Plan, ADRA and EAM. The project has the following specific objectives:   1. To strengthen agricultural extension services through 13,400 FFS groups in order to secure effective and productive services for smallholder farmers in 10 KULIMA districts. 2. To increase the resilience of 402,000 smallholder farmers to adapt to adverse effects of climate change and improve food security in 78 EPAs in 10 KULIMA districts. |
| **Key Responsibilities:** | * Perform operational, financial and compliance audits through examination of financial and administrative records, processes, procedures and controls. * With the Country Director establish and lead an effective internal audit strategy and framework across all consortium partners that adequately addresses SHA’s risk profile. * Develop and execute independent appraisals of the effectiveness of BETTER Programme’s internal control and monitoring system and its adherence to donor policies, procedures and standards, as well as Malawian statutory laws.   Gather information on key operational and financial risks. Evaluate the adequacy of existing controls designed to manage identified risks and make recommendations for appropriate improvement.  Ensure the use of standard audit techniques to obtain, analyse and appraise data, transactions and records as a basis for assessing and enhancing the effectiveness and reducing the risk of key management activities.   * Implement approved external audit recommendations/decisions and conduct subsequent evaluations to determine adequacy of new/corrective measures. * Keep senior management from all consortium partners informed by communicating observations, making presentations and periodic reporting of audit issues and progress made towards improvement. * Update and report on the status of the implementation of internal compliance recommendations on a regular basis. * Initiate and complete ad hoc projects and investigations are required. * Immediately reports gross misconduct or suspected fraudulent activities to SHA Country Director. * Deliver high quality (clear and concise), high impact reports produced to meet the Internal Audit plan. |
| **Key Relationships:** | * **Report to** SHA Country Director * **Collaborates with** SHA Head of Finance & Administration, PMU Finance Manager, PMU Grant & Compliance Officer, District Project Managers, District Coordinators and M&E Officers, Project Implementation partners, Self Help Africa Malawi Country Programme and Administrative Staff, Consortium Partners, FAO, GIZ, EU, SHA HQ Programme Finance, partners auditors, donors auditors, banks. |
| **Knowledge and Experience:** | * A high level of understanding of different financial and administrative policies and procedures and International Standards on Auditing. * Considerable experience in internal audit. * Considerable experience in budgeting/financial procedures, and writing management and financial reports to donors. * Proven ability to motivate, provide technical support and guidance to a diverse team of staff and partners. * Excellent planning, management, and organizational skills. * Professional proficiency in English required. * High level of integrity and high standards of personal conduct. * Knowledge of key EU regulations on procurement and operational standards and reporting. * Demonstrated personal accountability, driven to serve others and commitment to improving operational systems. * Strong leadership skills, including strategic thinking, problem solving, effective communication and negotiating skills. * Proven leadership and inter-personal skills and ability to build and motivate diverse and talented teams. |
| **Qualifications/Other Requirements:** | * A Bachelors of Commerce degree in Accounting or Finance. * Qualified accountant with ACCA or equivalent. CIA and/or CISA qualification will be an added advantage. * A minimum of 5 years’ experience as auditor in an audit firm and experience in auditing NGOs. * Good understanding of internal audit including international trends and best practices. * Experience working on EU and other donor-funded Programmes in developing countries with a NGO or grant related entity. * Demonstrate proficiency in IT particularly computer assisted audit techniques. * Willingness to travel internally and throughout the country. * Ability to present information effectively to senior management and Programme managers. |
| **Role Competencies:** | * Excellent communication skills. * Ability to work with minimum supervision and to work under pressure and on own initiative. * Ability to solve problems and take corrective action. * Excellent verbal, analytical, organisational and written skills. * Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values. * Attention to detail and the ability to produce timely and accurate reports. * Ability to work as part of team across different cultures. |

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