Internal Auditor – Job Description

The Internal Auditor is a pivotal role in the push to improve risk management and the control framework across War Child. We need a hard-working and self-motivated individual prepared to work both in the UK and overseas to complete audit assessments across the organisation. The Internal Auditor is expected to influence senior management and key Committees on the necessary action needed to enhance the control environment in War Child’s continued development of risk management. War Child is growing and therefore the role holder will be expected to offer flexibility and dynamic thinking to assess and escalate emerging risks as the organisation develops.

If you share our values and believe that children’s lives should not be torn apart by war, we want to hear from you.

<table>
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<tr>
<th>Department:</th>
<th>Resources</th>
<th>Contract Type:</th>
<th>Permanent</th>
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<tbody>
<tr>
<td>Place of Work:</td>
<td>NW5, London</td>
<td>Working Hours:</td>
<td>Full-time</td>
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<td>Reports to:</td>
<td>Director of Resources</td>
<td>Salary Range:</td>
<td>Circa £51K</td>
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About us
War Child, the charity for children affected by war. We are the only specialist charity for children in conflict, delivering high-impact programmes that are rebuilding lives across Afghanistan, Central African Republic (CAR), the Democratic Republic of Congo (DRC), Iraq, Jordan, Uganda and Yemen. We understand children’s needs, respect their rights and put them at the centre of the solution - from supporting Syrian children to access education, to reintegrating child soldiers in the Central African Republic and upholding the rights of children caught up in juvenile justice in Afghanistan. We look forward to a world in which the lives of children are no longer torn apart by war. This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

Our values

**Bold**
We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.

**Accountable to children**
Children can rely on us to respond to their voices and to treat them with respect and dignity.

**Transparent**
We expect to be held to account by our supporters and beneficiaries and we respond with openness and honesty.

**Committed to each other**
We support each other and our partners to achieve ambitious goals and to be the best we can be. We are honest and open with each other, sharing our successes and confronting our challenges.
Your role
This role is central to risk management and control framework development in War Child during a period of continued growth. It is expected to support senior management and the Audit and Risk Committee of the Board of Trustees, with their oversight of the organisation through the execution of risk-focused audits and assessments. The role will impact global operations by assessing and reporting on risk management and the design and operating effectiveness of controls across the organisation. Ideal candidates will be self-motivated and focused on improving the organisation’s risk management and contributing towards a culture of compliance along with knowledge impact.

Your responsibilities
• Prepare and develop the annual audit plan based on your assessment of the risks and control framework of the organisation.
• Setting your own priorities, execute the audit plan, including assessments of overseas country offices, London office and thematic areas. Ensure documentation of scope, objectives, testing and results is in line with Internal Audit best practice.
• Complete face-to-face presentations and make written recommendations to senior management that will increase efficiency and/or effectiveness of the control systems and functions reviewed.
• Represent Internal Audit at the Audit & Risk Committee. Identify critical information and from this, develop suitable written reports for this forum that enable it to improve their oversight of the organisation.
• Influence senior management and key decision makers across HQ and overseas country offices on the importance of effective risk management and improved controls. Conduct specialised training on risks and controls to employees to further develop their understanding of risk and control management.
• Actively participate in forums and committees across the organisation. Influence members of these forums to consider risk and control-focused approaches to their plans.
• Develop effective working relationships across the organisation to enable Internal Audit’s position as a focal point for risk and a go-to resource for other employees.
• Take ownership for the annual audit plan, individual audits and assigned projects and drive these through to completion.
• Periodically travel to War Child country offices to conduct audits.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You are
• Experienced in similar senior audit role, ideally within an international development or humanitarian NGO or international charity.
• Qualified in ACA or equivalent accountancy and/or audit qualification.
• Excellent in oral and written English language skills, including the ability to clearly communicate complex financial and compliance issues into layperson language and write comprehensive reports.
• Strong in interpersonal skills to deal with a variety of internal and external stakeholders and the ability to build effective working relationships with staff at all levels, particularly in multicultural environments with sensitivity and respect for diversity.
• Organised, detail-oriented individual with strong quantitative and analytical skills and problem-solving approach to work and challenges.
• Objective and able to use sound judgement, evidence and knowledge to provide timely, accurate, expert and professional advice and decisions – even when dealing with stressful and emotional topics and situations.
• Highly computer literate with a demonstrated knowledge of accounting and spreadsheet software.

All candidates for roles based in London are required to have the right to work in the UK.

Your team

Our benefits

Child safeguarding
Our work with children to keep them safe is the most important thing we do. We are committed to the safeguarding of children in all areas of our work. Successful applicants will be expected to be compliant and sign up to our Child Safeguarding policy.

Contact information
To explore the post further or for any queries you may have, please contact: Tracey Deal, Director of Resources on traceyd@warchild.org.uk

How to apply
• Please download the application pack from https://www.warchild.org.uk/who-we-are/jobs
• All applications must be sent to recruitment@warchild.org.uk by 11:59pm on 20/09/2020
• Due to limited resources, we will contact only the shortlisted candidates
• Interviews will be held the week commencing 28/09/2020
**Pre-employment checks**

Employment with War Child will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International Criminal Record Check
- receipt of three satisfactory references
- proof of eligibility to work in the UK (roles based in London only)