

act:onaid Job Description and Person Specification

Job Title:	Internal Auditor	Effective date	May/June 2025
Department:	Executive Director's Office	Job Family:	Audit
Reports to:	Executive Director	Location:	ActionAid Nepal office, Kathmandu
Direct Reports:	None		
Job Role			
Role Overview:	<p>The position is responsible to conduct internal audits, maintain risk register to give reassurance to the AAIN management that the system of internal control is adequate to achieve management objectives in an efficient and orderly manner. S/he objectively examines, evaluates and reports on the adequacy of internal control as a contribution to the proper, economic and effective use of resources and management of organizational risks.</p> <p>As an Extended Management Team (EMT) member, this position is responsible to lead or contribute to the following institutional priorities as per the requirements of AAIN:</p> <ul style="list-style-type: none"> • Feminist Leadership • Sexual Harassment, Exploitation and Abuse (SHEA) & Safeguarding (including Child Safeguarding) • Human right based approach (HRBA) • Behavioural change approach (BCA) • Safety and Security 		
Organizational representation	<ul style="list-style-type: none"> • This position represents ActionAid International Nepal (AAIN) in a variety of forums and maintain external relationships within a diverse range of stakeholders. 		
Strategy development	<ul style="list-style-type: none"> • This position participates on various forums and provide positive inputs and critical comments for the formulation/update of AAIN's strategy, policies and procedures. 		
Organizational systems	<ul style="list-style-type: none"> • This position is responsible to adhere/comply with approved organisational policies and procedures. 		
Accountabilities			
Key Accountabilities / Responsibilities	Key Activities		
Planning and budgeting	<ul style="list-style-type: none"> • Prepare annual plan and budget of Internal Audit Unit. • Support the Executive Director (ED)'s Office in annual planning and budgeting. 		

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<p>Monitoring</p>	<ul style="list-style-type: none"> • Monitor compliances of AAIN’s policies and procedures within framework. • Ensure that all the staff comply with the financial policies and procedures manuals. • Ensure donor’s compliances of financial transactions at the time of implementation of project and LRPs programmes. Review expenditure patterns of various department, units, resource centres, LRPs and Project partners periodically and analyse them based on the Monthly Management Accounts. • Ensure with the relevant Project Compliance staff that all the partners submit monthly progress and financial reports to the concerned AAIN official in time and CO releases remittance accordingly. • Ensure that AAIN partners’ policies, procedures are in line with AAIN. • Monitor on whether all AAIN budget holders and partner organisations (LRP & Project) give variance justification as necessary on quarterly basis or not.
<p>Reporting</p>	<ul style="list-style-type: none"> • Produce Internal Audit reports and transmit the findings with recommendation to the management as necessary. • Keep up-to-date information, data useful for analysis on improving AAIN internal control system. • Ensure timely submission of external audit (statutory) report to AA International Internal Audit Head. Provide other information, data requested by AAI Internal Audit Head / team. • Prepare brief annual internal audit report of AAIN and submit to AAI Internal Audit Head and AA UK Internal Auditor (Focal Person for Nepal from AAI). • Report to AAN Board Finance and Audit Committee and Management Audit Committee the finding of audits. • Coordinate with Head - Finance & Admin with Internal audit report including findings and recommendation for further action in AAIN as well as partner organizations.
<p>Auditing</p>	<ul style="list-style-type: none"> • Prepare annual internal audit calendar, six-monthly internal audit plan, Terms of Reference (ToR) for internal audits and circulate to the concerned Partner Organizations (POs), Department) as necessary. • Carry out the internal audits or review of ActionAid Office, and Partner organisations on regular basis. • Apply a sound knowledge and understanding of internal auditing techniques to establish a robust internal control system within the organisation. • Ensure that AAIN CO, LRP and Project partners get the final copy of the external / internal audit report and prepare Audit Action Plan (AAP) to address the recommendations given within reasonable time.
<p>Risk Register</p>	<ul style="list-style-type: none"> • Maintain Risk Register of the organisation considering potential risks at national, international and organisational level.

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	<ul style="list-style-type: none"> Coordinate in collecting potential risks by taking updates from AAIN departments, units, RCs and partners twice a year.
Capacity development	<ul style="list-style-type: none"> Identify areas of improvement in the internal control systems of POs, provide appropriate feedback, on-the-job guidance and/or orientation to the relevant staff and board members for strengthening their systems / policies and contribute in their capacity building. Coordinate with Head - Finance Sustainability & Admin and Finance Focal Person in supporting the partner organisations to address issues identified by external / internal audits for improvement. Use official platform like Annual Finance Workshop to disseminate changes / updates on national, organisational policies and mitigation measures on audit identified issues. Coordinate/ suggest to Head - Finance Sustainability & Admin to establish internal control system strengthening as per internal audit findings in partner organization level as well as AAIN office/s. Facilitate to organise International Internal Audit Awareness Month in May and Annual Finance Day in September.
Corporate Responsibilities	<ul style="list-style-type: none"> Work as an inspired team member to enhance proper internal control mechanism in the organization Support the process of developing and sustaining an open, transparent learning culture in the organisation Act independently to ensure validity, legality of AAIN policies and procedures
Typical People Management Responsibility	
<i>Approximate number of people managed in total</i>	0
<i>Matrix Manager – (projects/dotted line)</i>	No
<i>Team Leader</i>	No
<i>Manager of Team Leaders/Managers</i>	No
What is the global remit? Operates in:	
<i>Own country</i>	Yes
<i>Geographic Region</i>	No
<i>Multiple Geographic Regions</i>	No
<i>Remit covers all ActionAid countries</i>	No
<i>Financial (limits/mandates)</i>	Limits
Direct departmental budget:	No
Organization-wide expenditure	No

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Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	<i>External</i>
All Departments of AAIN	AA International Internal Audit Head, Focal Person (AA UK) and Government line agencies
Person Specification	
Education Certifications And Experience	<ul style="list-style-type: none"> • CA/ACCA with at least 3 years of professional experience, preferably in the I/NGOs sector is required. • Master’s degree in a relevant field (Finance, Accounting, Business Administration) with at least 3 years of experience is optional but can be an added advantage. • Proven experience of working in multi-cultural environment is essential
Language proficiency	<ul style="list-style-type: none"> • Good communication skills (reading, writing, listening and speaking) in both English and Nepali
Essential Skills	<ul style="list-style-type: none"> • Excellent people/interpersonal skills including listening, communication, coordination, collaboration and influencing • Proven leadership and self/people management skills • Demonstrated ability to work under reasonable pressure, deadlines, and multiple strategic and operational priorities • Ability to work on internal audit standards, fraud awareness, and professional ethical standards. • Knowledge of tax rules, labour act and other prevailing regulations. • Ability to promote the value of internal audit among key staff within the organization
Personality trait	<ul style="list-style-type: none"> • Cause motivated • Collaborative • Organized • Tactful • Practical

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.

It is part of every staff member's responsibility to contribute to AAIN’s mission and comply with AAIN’s values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*

It is part of every staff member's responsibility to contribute to AAIN’s principles, strategies, policies, and procedures on *Feminist Leadership, Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security.*