



JOB DESCRIPTION

JOB TITLE : **SENIOR INTERNAL AUDIT AND CONTROL SPECIALIST**
Department : Internal Audit and Control

ORGANIZATIONAL RELATIONSHIP

1.1 Reporting to : Internal Audit and Control Manager (IACM)
1.2 Supervising : n/a
1.3 Coordinating with : All Unit

JOB SUMMARY

The Internal Audit and Control Specialist is responsible for assisting the Internal Audit and Control Manager in providing an independent appraisal activity on the adequacy and effectiveness of internal control, risk management and governance of the Foundation, its subsidiaries and project partners. This position supports the IACM through (1) the performance of audit for PEF and its Partners; (2) administrative/logistical requirements; and (3) records management.

DUTIES AND RESPONSIBILITIES

1. Audit Program and Procedures

- 1.1 Recommend appropriate audit methodologies (such as sampling, technology-based audit, audit questionnaires, use of statistical and non-statistical data) to evaluate adequacy of controls.
- 1.2 Determine scope of audit based on the assessment of risks of the Foundation, its subsidiaries and project partners.
- 1.3 Employ risk-based audit approach or special audit as required.
- 1.4 Formulate audit procedures for each audit activity.
- 1.5 Based on the approved audit plan, prepare audit schedules for the year.

2. Internal and Project Audits

- 2.1 Conduct internal audit to operating units namely: Executive Office, Partners and Programs, Business Intelligence, SE Academy, Planning and Communications, Management Services, and its subsidiaries (Peace and Equity Holdings, Inc.).
- 2.2 Ensure proper conduct of entrance meeting or orientation and exit meeting with internal operating units and partners.



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- 2.3 Based on audit findings, recommend changes in systems, policies and procedures of the partner and/or to the PDME process if applicable.
- 2.4 Discuss audit findings and recommendations to the concerned units or project partners.
- 2.5 Maintain audit report files and corresponding working papers.
- 2.6 Conduct audit feedback survey and consolidate results.
- 2.7 Conduct project audit or special audit as required.
 - 2.7.1 Coordinate schedule of audit fieldwork of partners.
 - 2.7.2 Conduct of projects auditors meetings and orientation.
 - 2.7.3 Prepare formal communication to partners about audit schedule and requirements.
 - 2.7.4 Monitor Payment Schedule of Project Auditors based on contract.
 - 2.7.5 Assist IACU Manager in coordinating and monitoring of performance of project auditors.

3. Risk Management

- 3.1 Assist the manager in the planning and the implementation of Risk Management Awareness/Orientation to PEF and concerned project partners.
- 3.2 Review and consolidate workshops outputs on Risk Management.
- 3.3 Evaluate compliance on risk management plans and strategies.

4. Monitoring of Audit Resolution

- 4.1 Ensure that all corrective actions are implemented on the agreed time and period.
- 4.2 Install and implement mechanism for tracking status of recommended corrective actions.
- 4.3 Update IAC Manager on the progress of the open issues.

5. Administrative Function/ Logistical Support

- 5.1 Support in the conduct of accrediting project auditors such as obtaining documentary requirements like BOA, SEC, CDA, and BIR certification.
- 5.2 Prepare summary list of accredited project auditors.
- 5.3 Support in the preparation of materials needed during trainings, meetings, seminars and workshop activities such as but not limited to printing, reproduction.
- 5.4 Responsible for packaging, transmitting, and confirming receipt of activity materials/kit of participants.
- 5.5 Responsible for preparing minutes of meeting and other required documentation during Audit Committee meetings, orientation, training or seminar/workshop.



- 5.6 Responsible for requesting financial and logistical requirements of the Internal Audit and Control Unit in implementing its annual plan and activities including arrangement of venue during meetings and similar activities.
- 5.7 Update monthly schedule of activities of the Unit.

6. Records Maintenance

- 6.1 Maintain custody of Internal Audit and Control Unit files such as Internal Audit Reports, Partners/Projects Audit, Minutes of Meetings, Contracts, communications, and other audit related documents and reports both in hard and soft copies when necessary.
- 6.2 Maintain the project audit and internal audit database system.
- 6.3 Update filing and back-up of files on a regular basis.

JOB SPECIFICATIONS

1. EDUCATION AND EXPERIENCE

- Education – Bachelor of Science; CPA; Certified Internal Auditor
- Experience – 3 years work experience in audit position

2. KEY COMPETENCIES

- Effective human relations
- Good presentation skills
- Has Background in risk management
- Teamwork; can work in cross-functional teams