



ROLE DESCRIPTION			
Basic Data			
Unit	Internal Audit		
Title	Internal Audit Officer		
Level	Level 4 – Officer		
Nature of Employment	Regular		
<p>Role Summary:</p> <p>The Internal Audit Officer provides an independent appraisal activity on the adequacy and effectiveness of internal control system, risk management, and governance processes to achieve the Foundation’s vision, mission, objectives, mitigate risks and improve operations. The officer is responsible for: process audits, project audits, and external financial audit.</p>			
<p>Organizational Relationship:</p> <p>Internal:</p> <p>1.1. Reporting to : BOT through the Head of Audit Committee (functional), Executive Director (administrative), Team Leader for agile projects</p> <p>1.2. Coordinating with : Management Committee, Operations group, other units</p> <p>External:</p> <p>1.1. Auditors and consultants</p> <p>1.2. Partners and donors</p>			
Duties and Responsibilities			
	Responsibility		
	Fully	Partially	Supportive
1. Review and update audit policy and procedures. Ensure its compliance.	✓		
2. Develop a risk-based audit annual work plan, prepare and monitor budget for project audits, process audits and external financial audit.	✓		
3. Implement the plan by applying a risk-based approach and appropriate audit methodologies, and ensure that audit procedures and protocols are observed.	✓		
4. Hire auditors and consultants to conduct various audit work and monitor performance of deliverables, and evaluate their final outputs.	✓		
5. Conduct audit of highly confidential processes and matters of the foundation and its subsidiaries.	✓		
6. Discuss audit findings and recommendations to the concerned units/ partners and monitor management/ partners actions on audit resolutions and agreements.	✓		
7. Review audit tools, systems and processes to keep relevant and updated to the needs of its clients.	✓		

8. Draw out insights and lessons from audit findings and evaluations, and systematically share these to relevant work units (like Areas and Programs unit, KM/M&E, and Management Committee) to improve the performance of the Foundation in terms of governance and operational management.	✓		
9. Report to the Audit Committee the plans, performance and accomplishments. Assist in identifying audit and risk issues that may be elevated to the Board or Board Committees.	✓		
10. Coordinate with other units on matters requiring coordination like schedule of activities, financial and other administrative concerns.	✓		
11. Act as the records custodian of all audit records and documents (from filing, retrieval and disposal). Implement necessary risk management measures like redundancy, proper storage and compliance with the Data Privacy Act.	✓		
12. Participate in agile teams being created for specific engagements such as due diligence and partners' capbuild on risk management/ internal controls.			✓

Competencies	
<u>Non-Technical</u> <ul style="list-style-type: none"> ● Critical thinking ● Innovation/Continuous learning and empowerment ● Interpersonal sensitivity ● Judgment and decision making ● Political sensitivity ● Transparency and accountability ● Work standards (See details in the attachment)	<u>Technical</u> <ul style="list-style-type: none"> ● Internal audit ● Risk management ● Process audit ● Board committee management and governance support ● Financial management ● Knowledge management ● Records management (See details in the attachment)

Education and Experience
<ul style="list-style-type: none"> ● Education – Bachelor of Science in Accountancy, Internal Audit or other related course ● License – Certified Public Accountant or Certified Internal Auditor ● Experience – at least 5 years work experience in a similar role; strong background on risk-based audit, preferably with OD experience