

MISSIONS OF HOPE INTERNATIONAL

JOB DESCRIPTION

Position: Senior Officer-Internal Audit, Compliance & Risk
Reports to: Manager-Internal Audit, Compliance & Risk
Supervises: Internal Audit Officer, Intern
Department: Internal Audit, Compliance & Risk Management

OVERALL JOB PURPOSE

This position is responsible for implementing the organization's compliance with internal policies and guidelines set for risk management and risk monitoring, control and mitigation of risk, as well as external rules and regulations governing the industry. The position holder helps verify whether the organization meets all of its fiduciary responsibilities while adhering to corporate-governance standards and legal and regulatory requirements.

DUTIES AND RESPONSIBILITIES:

1. Formulate and implement relevant Internal Audit, Risk & Compliance Policies and Procedures and ensure proper Operating Systems;
2. Evaluate and provide reasonable assurance that risk management, control and governance systems are functioning as intended and will enable MOHI's objectives and goals to be met;
3. Implement a risk-based annual audit plans detailing the scope, nature and timing of activities;
4. Conduct internal audits in accordance with the approved annual plan to assess adequacy, effectiveness and efficiency of established internal controls and procedures;
5. Design Internal Audit Work Programs for each assignment;
6. Monitor compliance with laws and regulations governing the organization;
7. Discuss audit findings and recommendations with line managers and report significant issues to the Manager-Internal Audit, Compliance & Risk.
8. Prepare timely and accurate audit and risk reports with proposed action plans to the Manager-Internal Audit, Compliance & Risk and the CEO.
9. Monitor timely implementation of the management actions recommended in audit reports;
10. Review the means of safeguarding assets; and on a regular basis and in a reliable way verify the existence of such assets;
11. Keep abreast with latest developments in education, audit and accounting fields with a view to enhancing internal audit function as a key contributor to MOHI's strategy;
12. Develop and follow up on training of internal audit team, both internally and externally;
13. Supervise, support and review performance of the direct reports and set measurable audit plans / targets;
14. Evaluate reliability of the information produced by the accounting and computerized information systems of MOHI. Conduct regular tests on processing to ensure accuracy, completeness and proper authorization;
15. Conduct ad-hoc investigations and reviews as requested by senior management or the Board; and
16. Any other duties as assigned from time to time by the supervisor for the realization of the department's objectives.

Academic Qualifications and Experience

- The holder must have a Bachelor's Degree in Finance, Accounting or related field with at least three (3) years of professional experience as a Senior Auditor or similar position.
- Conversant with IFRS, GAAP, Internal Audit Standards and current trends in International Reporting.
- Conversant with compliance, internal control framework and information system audits in the NGO and public sector.

- Member of a recognized accounting and/ auditing professional body i.e. ICPAK, IAA, ACCA or any other body recognized and in good standing.

Knowledge, Skills, Abilities and Competencies

- Investigation and probing skills.
- Tact, diplomacy and flexibility in interacting with teaching and non-teaching staff and students.
- Advanced computer skills: MS Office, SQL Server, Computerized Accounting Systems etc
- High level of integrity & honesty, confidentiality and maturity and a committed Christian.
- Excellent oral and written communication skills, including report writing.
- Attention to detail and accuracy.
- Ability to make sound judgment and problem-solving.
- Supervisory and management skills.
- Ability to work under stress.