

## JOB FRAMEWORK

### Internal Auditor

Marie Stopes International provides contraception and safe abortion services to millions of women and families across the world. We are on the ground in 37 countries, going the last mile to deliver practical solutions and life-changing services.

The primary responsibility of this role is to further MSI's Goal: THE PREVENTION OF UNWANTED BIRTHS and its mission of ensuring the individual's right to: CHILDREN BY CHOICE NOT CHANCE

Our teams are professionals who are passionate about the work they do. MSI's services give women the power to choose when they have children so that they're free to pursue their plans and dreams for themselves and their families.

#### Purpose:

The Internal Auditor will be primarily responsible for the conducting internal audits of all the entities/ organization funded by MSI. The position will develop and conduct the MSI (Marie Stopes International) internal audit program in order to provide good governance within MSI by ensuring all accounting and management systems have financial integrity; and are transparent and comply with MSI policies and procedures. The internal auditor will work closely with and will report to the Country Director.

Job Title:	Location:	Reporting to:	Probationary Period:
Internal Auditor	Kathmandu (80% time allocated to field visits)	Country Director	4 months

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**

Mission driven	Client Centered	Accountable	Courageous
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Key Responsibilities	Measure
<b>To continually develop and improve the internal audit work programme ensuring application of current best practices</b>	
<ul style="list-style-type: none"> <li>Research current best practice in Auditing and Internal Auditing theory and methodology</li> <li>Develop internal audit plan and internal audit charter</li> <li>Review the existing Internal Audit Program for relevance and ensure it matches current best practice</li> <li>Discuss proposed amendments to the program with the Finance Director.</li> <li>Ensure the program complies with the current MSI Policies &amp; Procedures</li> <li>Develop the program and agree amendments at the relevant meetings</li> <li>Develop a standard format of Internal Audit Key Findings to report to Management</li> </ul>	Policy and procedures drafted

<ul style="list-style-type: none"> <li>• Build in country internal audit capacity</li> <li>• Work with external auditors as required.</li> </ul>	
<p><b>Undertake internal audits of all MSI Centres, outreach camps and other activities as directed by Audit Committee</b></p>	
<ul style="list-style-type: none"> <li>• Develop an annual audit plan to cover audit of all activities within MSI centres.</li> <li>• Organise and supervise centre staff members during Internal audits conducted</li> <li>• Co-ordinate all audits undertaken within MSI centres</li> <li>• Conduct and supervise audits according to the plan and program</li> <li>• Produce reports to Management of key findings from audits undertaken, including recommendations for actions required</li> <li>• Ensure that actions resulting from audits are followed through to completion within a timely manner.</li> </ul>	<p>Internal Audit plan submitted</p>
<p><b>Undertake investigations in centres as required by Audit Committee</b></p>	
<ul style="list-style-type: none"> <li>• Ensure the Internal Audit Program includes cost-benefit analysis and adequate testing in areas where possible fraudulent activities could be in progress</li> <li>• Develop a strategy to follow when investigating breaches of policies/procedures or possible fraudulent activity and discuss and confirm this strategy with the Finance Director</li> <li>• Co-ordinate the appointment of external auditors/parties to conduct special investigations if applicable</li> <li>• Ensure strict confidentiality of all reviews, investigations and information from these activities</li> <li>• Report findings immediately to Audit Committee and Country Director.</li> </ul>	<p>Report of findings after investigation</p>
<p><b>Examine the accounting and management systems of MSI centres as required, and making recommendations for improvements and changes that may be needed.</b></p>	
<ul style="list-style-type: none"> <li>• Include the examination of accounting and management systems within the Audit Program</li> <li>• Determine areas of weakness within the existing systems</li> <li>• Make recommendations of improvements to accounting and management systems</li> <li>• Assess potential risk areas in MSI management and finances, including security of cash and bank holdings</li> </ul>	<p>Report at least once a year on such recommendations</p>
<p><b>Qualifications:</b></p>	
<ul style="list-style-type: none"> <li>• Chartered Accountant or equivalent</li> </ul>	
<p><b>Experience:</b></p>	
<ul style="list-style-type: none"> <li>• At least 5 years of practical experience of performing accounting system procedures and tasks</li> <li>• Working experience in I/NGO sector is preferred.</li> </ul>	

**Skills:**

- High level knowledge of use of computer systems especially computerised accounting systems and spread sheet, MS excel in particular.
- Excellent written and oral communication skills in English and Nepali

**Attitude / Motivation:**

- Committed to Excellence
- Results-orientated
- Strong committed to the goals and vision of MSI
- Pro-Choice on abortion