



## **EXPRESSION OF INTEREST**

### **FAWE INTERNAL AUDITOR**

7<sup>th</sup> September 2021.

#### **About FAWE:**

FAWE is a pan-African Non-Government Organization founded in 1992 to promote girls' and women's education in sub-Saharan Africa in line with the Education for All goals. Headquartered in Nairobi, Kenya, FAWE has a network of National Chapters in 33 countries. FAWE's mission is to promote gender equity and equality in education in Africa by fostering positive policies, practices and attitudes towards girls' education. FAWE's vision is a world in which all African girls have access to education, perform well and complete their studies and gender disparities in education are eliminated. FAWE's goal is to increase access and retention as well as improve the quality of education for all women and girls in Africa within the school system and in universities.

#### **Scope of Work:**

FAWE seeks to recruit an Internal Auditor who is expected to identify risks and provide recommendations on achieving FAWE'S strategic, operational, reporting and compliance objectives; assess the adequacy of internal controls to mitigate identified risks; assess the effectiveness and efficiency of FAWE operations; and recommend appropriate actions to reduce associated risks. This role will be undertaken on a Quarterly basis starting October 2021.

#### **Key roles and responsibilities**

- Updating the status of the previous internal and external audit findings on a quarterly basis, reviewing resolved issues, and preparing the quarterly report. Upon request, conduct functional audits, special reviews, and investigations and draft audit findings that clearly describe the conditions, cause, effect, and recommendations to correct identified deficiencies. Monitor actions taken by management in response to audit reviews, ensuring that all agreed audit actions and recommendations are accurate and timely implemented.
- Carry out operational audits which evaluate and encourage compliance with organizational policies and procedures to promote operations efficiency.
- Carry out financial audits to check the accuracy and reliability of accounting records, safeguarding of company assets and reports on the reliability of FAWE's financial statements.
- Testing of FAWE's internal control environment related to the initiation, authorization, recording, processing, reporting and disclosure process of financial transactions and financial reporting to verify compliance with set guidelines, requirements, and standard operating procedures (SOPs).
- Carry out compliance audits which evaluate FAWE's compliance with rules and regulations of the countries of operation, rules governing NGOs, and other governing regulatory frameworks
- Collect, analyze, interpret, and document information which supports internal audit results in line with International Auditing Standards (IAS).
- Recommend continuous improvement to the financial management practices by recommending new tools and techniques.
- Review and monitor the design and implementation of all the processes required in the audit work (annual plan, standard working papers, reporting format and protocols) to ensure that



audits are performed with due professional care and there are credible audit observations, conclusions, and recommendations.

- Strengthen the Risk Management processes in line with FAWWE Africa's requirements through facilitation of the organization's risk management plan of actions, update and monitoring of the organization's risk register. Make inventory of risks facing the organization, report them to management and provide recommendations for improvement of the risk management framework and overall Internal Control system.

#### **Qualification / Experience**

- Advanced university degree (Master's degree or equivalent is an added advantage) in business administration, finance, accounting, or related field.
- Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent is desirable.
- Must be a member of ICPAK or ACCA.
- Minimum 8 years' experience of working in an audit environment (5 years' Experience in NGO audits and Projects Audit is a must).
- Excellent technical audit and accounting skills.
- Excellent oral and written communication and interpersonal skills with an ability to work effectively at all levels.
- Act in a professional and ethical manner at all times including observing the confidential nature of internal audit's work.

#### **Other Requirements**

- Team player, self-motivated, ability to work with minimum supervision.
- Ability to prioritize, problem-solve and meet agreed deadlines.
- Ability to multitask under tight deadlines.
- Strong interpersonal skills.

#### **Reporting lines**

The Internal Auditor reports to the Executive Director at FAWWE Regional Secretariat. The Internal Auditor will mainly work at the FAWWE Regional Secretariat Nairobi and maybe requested to travel to any of the FAWWE National Chapters

#### **Application and submission**

All applications (Cover letter, Updated CV, information of three NGO referees, a brief summary on how you intend to carry out the assignment and financial proposal) should be addressed to Executive Director emailed to [recruitment@fawe.org](mailto:recruitment@fawe.org); with the subject line: **FAWE Internal Auditor** to reach FAWWE not later than close of business on **Friday 17<sup>th</sup> September 2021 (5.00pm EAT)**.

**\*Only email applications and candidates who meet the set requirements will be considered. Responses shall only be sent to successful candidates.**