

Terms of Reference

COMPLIANCE INTERN

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing which operate in 20 countries. IMPACT staff effectiveness are expected to REACH 170 by the end of 2018. For more information visit: <http://www.impact-initiatives.org/>

We are currently looking for a Financial Control Intern to support the IMPACT Initiatives team in Geneva.

Title:	Compliance Intern
Duration:	6 months
Start date:	ASAP
Location:	Geneva - International Environment House
Remuneration:	1'050CHF/month

SUPERVISION

The Compliance Intern will work under the supervision of the IMPACT Finance Director.

TASKS

The Compliance Intern will contribute to:

- (i) Controlling, on a risk-based audit approach, the implementation of IMPACT's processes in compliance with IMPACT's guidelines, specific donor guidelines, best practices and national regulations;
- (ii) Developing & actively contributing to action plans agreed with IMPACT management in order to mitigate the identified risks, and to cope with priorities, budget constraints and organizational context;
- (iii) Providing technical support for donor external audits and due diligences preparation and follow-up, for instance contributing to:
 - a. Supporting the preparation of all supporting documents required for the audit and cross-checking compliance and eligibility of all expenses
 - b. Anticipating external audits to come by analysing audit modalities from new grant agreements
 - c. Drafting the External Audit preparation (AUD-01) and update the Project, FLAT & External Audit Follow-up (AUD-00);
 - d. Liaising with implementing partners for the follow-up of their expenses' supporting documents
 - e. Facilitating the audit itself, supporting in the organization of the kick off and close out meetings of each external audits;
 - f. Drafting IMPACT Management responses to the audit report, before validation by management. Follow-up the reception of the signed audit report;

- g. Ensuring (i) the update of the External Audit Recommendations follow up (AUD-02) and (ii) the implementation of the recommendations from external audits;

Perform any other related activities as assigned by immediate supervisor.

S/He should comply and ensure compliance to the audit code of conduct.

REQUIREMENTS

- ❖ Enrolled in studies in Finance / Audit / Accounting / Statistics or equivalent (Level Master 1 minimum)
- ❖ French spoken and written fluently with very good knowledge of English;
- ❖ Capacity to work independently and under pressure;
- ❖ Organized person, with attention to detail and rigor;
- ❖ Interest in the humanitarian field;
- ❖ Perfect knowledge of MS Word, Outlook and Excel

HOW TO APPLY

Application documents: Curriculum Vitae and cover letter and two references

Submit applications to: jobs@impact-initiatives.org

Ref: 18/GEN/COMPINTERN01

Please indicate the reference in the subject line of your email.

Only shortlisted candidates will be contacted.