

Job description

AUDIT INTERN IN GENEVA

(Reference: 19/HQ/AUDINT02)

BACKGROUND ON IMPACT

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 16 countries. IMPACT staff effectives are expected to REACH 200 by the end of Q2 2019.

We are currently looking for an Audit Intern to support our IMPACT Initiatives team in Geneva.

Department:	Finance Department
Position:	Audit intern
Contract duration:	6 months
Location:	Geneva – International Environment House
Starting Date:	ASAP
Remuneration:	1'050 CHF/month

POSITION PROFILE

SUPERVISION

The Audit Intern will work under the supervision of the Head of finance and administration (HFA).

FUNCTIONS

The Audit Intern will contribute to:

- (i) 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;
- (ii) 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;
- (iii) 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;

Perform any other related activities as assigned by immediate supervisor.

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

REQUIREMENTS

- ❖ Presently enrolled in a university level degree;
- ❖ Studies in Finance / Audit / Accounting / Statistics or equivalent;
- ❖ 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

Only shortlisted candidates will be contacted.