

## AUDIT INTERN IN GENEVA

**(Reference: 21/HQ/AI)**

### BACKGROUND ON IMPACT AND REACH

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. For more information, visit: <http://www.impact-initiatives.org/>

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

<b>Department:</b>	Compliance & Transparency Department
<b>Position:</b>	Audit intern
<b>Contract duration:</b>	6 months
<b>Location:</b>	Geneva – International Environment House
<b>Starting Date:</b>	ASAP
<b>Remuneration:</b>	1'050 CHF/month

### POSITION PROFILE

Under the authority of the Compliance & Transparency Department, the Audit intern supports the Department on tasks concerning audit and internal control. She/he will work alongside a Compliance & Transparency Officer and will be in regular contact with the rest of teams at IMPACT HQ.

### WORKING RELATIONS

#### Internal:

- Independent from all other Departments in IMPACT;
- Works in direct relationship with the rest of departments: Finance, Operations & Research, Human Resources, and Logistics.

#### External:

- Donors' auditors;
- External auditors.

## OBJECTIVES

1. Ensure internal controllability and facilitate the implementation of ACTED procedures and policies in the countries
2. Ensure the preparation and follow-up of external audits and due diligence, carried out at headquarters or in the field;
3. Provide the necessary support in conducting internal Spot-checks

## DUTIES & RESPONSIBILITIES

Under the hierarchic supervision of IMPACT's CEO and functional supervision of the Senior Compliance & Transparency Officer as well as the Head of Transparency & Compliance, the Compliance & Transparency intern shall:

- 1. Ensure internal controllability and facilitate the implementation of IMPACT's policies and procedures**
  - a) Provide support to Country Coordinators or regional IMPACT support staff on an *ad hoc* basis
  - b) Contribute to the preparation of IMPACT HQ's MCR and any of its annexes as necessary;
  - c) Update the applicable audit Databases (most significantly the Audit Database as well as the Audit & DDL Recommendations Database);
  - d) Contribute to develop action plans based on identified risks
  - e) Update any applicable Work Plans either on Excel or Trello.
- 2. Contribute to the preparation of External Audits and Due Diligences regardless on whether they are field or HQ based.**
  - 2.1. Anticipation and preparation**
    - a) Anticipate upcoming external audits paying special attention to those audits for which IMPACT is the Grant holder by analysing the information made available by the Grants Department on contractual audit modalities and new agreements signed
    - b) Contribute to centralising and analysing all supporting documentation selected liaising with the other departments at HQ (Finance, HR, Travel, etc.)
    - c) Prepare and submit for review to the Senior Compliance Transparency Officer the Audit Checklist (FLA02), identify risks and propose action plans to mitigate risks of ineligibility
    - d) For HQ audits in which field documentation is required ensure follow-up to receive the necessary documentation from ACTED or other partners at field level, review the exhaustively and compliance of the expenses and, when applicable, prepare physical binders for the documentation to be submitted to the auditors. This procedure also applies to the creation of electronic folders within the IMPACT server ready for external submission.
  - 2.1. Review of audit reports, drafting responses and follow-up on recommendations**
    - a) Review external audit reports and prepare a first draft of responses to be submitted to the Senior Compliance & Transparency Officer and the Head of Audit for validation. Maintain a follow-up to ensure timely reception of the final audit report
    - b) Update the External Audit and DDL recommendations Database
    - c) Prepare the Minutes for Audits Lessons learnt sessions and ensure their dissemination among the applicable

- d) Update the External Audit Database and ensure the information therewith is in accordance with the Project Follow-up tool from the Grants Department

**3. Support the execution of Internal audits and Spot-checks based on identified needs**

- a) Update the Audit Department Timeline (AUD-06) and flag availability for future checks
- b) On an ad hoc basis, following a request from the Senior Compliance & Transparency Officer update the BHA Work Plan
- c) Support in checking specific documentation either as part of the Compliance & Transparency Department's monthly checks or subject specific checks (personal folders checks, etc.)

**4. Others**

- a) Take the minutes during Weekly internal meetings with the Head of Transparency & Compliance using the standard template
- b) Provide regular updates on progress of assigned tasks to the rest of the team;
- c) Contribute to a positive work environment and good team dynamics within the Compliance & Transparency Department at HQ
- d) Execute any other task assigned by the Compliance & Transparency Department (take part or deliver trainings, archiving, translation, cross-reading, etc.)

KEY PERFORMANCE INDICATORS

- % of MCR to which the intern has contributed and Annexes prepared
- % of Due Diligences and external audits to which the intern has provided support to Follow-up tools and Databases updated on a regular basis (AUD-02. External Audit Database, AUD-06, etc.)
- Knowledge of the context and main compliance challenges per country and donor
- Knowledge of IMPACT's policies and procedures
- Knowledge on audit modalities and methodology of main donors and audit firms

REQUIREMENTS

- Enrolled in studies in Finance / Audit / Accounting / Business Management or equivalent
- Good knowledge of English, French desirable;
- 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