

## I. Position Information

Post Code:  
Job code title: **Internal Auditor**  
Classified Grade: OL-1  
Supervisor: Executive Director and Board Audit Committee

## II. Organizational Context

Under the guidance and supervision of the Executive Board and Executive Director, the Internal Auditor ensures that the prevailing standard operating procedure is implemented properly both for the KEMITRAAN's operation and partners who receive fund from the KEMITRAAN.

The Internal Auditor works in close collaboration with the programs and operations, monitoring and evaluation team as well as with other unit and projects' staff to immediately identify and resolve potential problems in relation to the compliance to the standard operating procedure of the KEMITRAAN. The Internal auditor is also required to update the Executive Director and the Executive Board members as necessary on the issues of internal governance of the KEMITRAAN. The internal auditor is also required to assist the executive office management in the implementation of internal and external audit recommendations. The final report of internal auditor should be discussed and clarified first with relevant auditees and Executive Director before the submission to the Executive Board.

The Internal auditor finding should be treated as confidential and can only be used for KEMITRAAN internal purposes (Executive Board and Executive Office). The findings of internal auditor shall not be given to external party without written approval from the Executive Director and Executive Board.

## III. Functions / Key Results Expected

### Summary of Key Functions:

- Implementation of internal control and standard operating procedures
- Quality Assurance and administration of problematic projects
- Verification of financial statement
- Follow up on problematic projects
- Facilitation of audit for office, project and grantee
- Facilitation of knowledge building and knowledge sharing

1. Ensures implementation of **internal control and compliance of the implementation of the standard operating procedures of the KEMITRAAN** focusing on achievement of the following results:

- Development of internal control framework and risk management strategy of

overall organization operations

- ❑ Identification and prevention of any potential non-compliance of program, procurement, human resources and financial transaction
- ❑ Full compliance with the KEMITRAAN rules and regulations of financial processes, financial records and reports
- ❑ Implementation of the effective internal control framework and functioning for overall organization processes and procedures;
- ❑ Proper and timely audit activity for the organization, self-implementing projects and all grantees and liaison function between the auditor and grantees/project focal points
- ❑ Development of financial control business processes including development and elaboration of the content of internal Standard Operating Procedures in consultation with the direct supervisor and management team,
- ❑ Closed monitoring and effective control over cash advances for travel and activities
- ❑ Effective internal governance of the KEMITRAAN's operation and program
- ❑ Provision of recommendations on compliance and internal control framework
- ❑ Review effectiveness of internal control framework and recommend improvement
- ❑ Investigation and recommendation on fraud case and inefficiency and any potential problem dealing with financial transaction
- ❑ Development of standard practice/guidelines on internal audit and various audit functions in the organization

2. Ensures **quality assurance of program implementation and effective administration of potential problematic projects and continuous tracking and follow up on the problems** focusing on achievement of the following results:

- ❑ Identification of project risks and recommendation on preventive measures on potential problematic projects
- ❑ Development of strategy and tools for quality assurance of program and financial transactions
- ❑ Analysis on project implementation and recommendation on quality improvement through utilization of internal control and quality assurance tools
- ❑ Conduct performance audit as defined in the Internal Control Framework
- ❑ Updated data of problematic projects and progress status from time to time are available at any time.
- ❑ Recommendation on alternative solutions including risk assessment to the proposed projects both for self-implementing project and those carried out by grantees
- ❑ Communication and coordination with relevant parties in resolving problematic projects
- ❑ All problematic projects are closed on timely manner and management are well informed on the issues

3. Ensures **facilitation of office and grantee/project audit and follow up on the audit findings** focusing on achievement of the following results:

- ❑ Planning of audit schedule during a year based on the contract awarded to each grantees/projects
- ❑ Support the development of terms of reference for audit of office, projects and grantees in the preparation of selection of audit firms
- ❑ Involvement on the selection process of auditing firm
- ❑ Working closely with the selected auditor and providing necessary information and documents for the audit purpose.
- ❑ Liaising communication between the auditor and the grantee/project staff and proactive follow up on the audit findings
- ❑ Preparation of all on correspondence and meeting between the KEMITRAAN, auditor and grantees

4. Ensures **facilitation of knowledge building and knowledge sharing** focusing on achievement of the following results:

- ❑ Participation on trainings for the operations/ projects staff on Finance and internal

<p>governance issues.</p> <ul style="list-style-type: none"> <li>❑ Contribution to planning, organizing and training grantees and project staff on project financial recording and reporting</li> <li>❑ Synthesis of lessons learnt and best practices in Finance/auditing.</li> <li>❑ Sound contributions to knowledge sharing on financial issues and internal control</li> </ul>
<p>5. Receiving and managing <b>grievance of employee and the third parties</b>, particularly those affected or who may be affected by KEMITRAAN's projects or programmes:</p> <ul style="list-style-type: none"> <li>❑ Developing grievance mechanism policy, regulation and procedures;</li> <li>❑ Receiving and processing grievance of employees or the third parties in accordance with the set-out policies and regulation;</li> <li>❑ Communicating and managing grievance as set out by grievance mechanism policy and regulation to ensure proper redress in effective, fair, transparent and timely manner, and enhance the performance of KEMITRAAN's governance funding.</li> </ul>

#### IV. Impact of Results

The key results have an impact on the compliance of the KEMITRAAN financial services and high quality program implementation of operational strategies on the following areas:

1. Accurate analysis, management and presentation of advances status and reports
2. Timely and accuracy of financial reporting including mandatory financial reports
3. Quality assurance of financial transaction as well as on program implementation
4. Availability of analysis for improvement on business process as well as effectiveness and efficiency of each project/program

#### VI. Recruitment Qualifications

Education:	Min. S-1 in accounting with specialized certification in Accounting and Finance.
Experience:	Min. 10 years of progressively responsible on internal audit with min 8 years finance experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages. Relevant experience in development sector is advantage.
Language Requirements:	Fluency in English

#### VII. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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