

<b>TITLE: Internal Control and Compliance Manager</b>	
<b>TEAM/PROGRAMME:</b> Internal Audit	<b>LOCATION:</b> Kathmandu, Nepal
<b>GRADE:</b> 2	<b>CONTRACT LENGTH:</b> Fixed Term
<b>CHILD SAFEGUARDING:</b> Level 3: the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.	
<p><b>ROLE PURPOSE:</b></p> <p>Save the Children believes every child deserves a future. In Nepal and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and future we share. Save the Children expects that anyone associated with it abides by its Safeguarding and other Zero Tolerance Policies.</p> <p><i>The role holder will be a member of the Country Office Internal Control and Compliance (ICC) team responsible for conducting outcome-focused internal control and compliance checks, reviews, investigations, and other assigned tasks to meet agreed-upon professional standards and stakeholder expectations. The role holder will produce high-quality, value-adding review reports for Country Office functions, field offices, implementing partners, the Bhutan Office, and its partners aligning with the ICC annual plan The reports will be clear, timely, and solution-driven.</i></p> <p><i>The role holder is also expected to maintain strong professional relationship with the team and staff, ensuring that they keep up to date with changes and events that have a significant impact on the risk profile of actual as well as potential assignments.</i></p> <p><i>The role holder is expected to spend substantial time (approximately 70%) in field for conducting reviews.</i></p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> Sr. Manager- Risk Management, Internal Audit and Compliance  <b>Staff reporting to this post:</b>  <b>Direct:</b> currently none but can be coordinator, officer or intern (depending upon portfolio)</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <ul style="list-style-type: none"> <li>• Conduct operational, financial, and compliance checks of the operations departments, programs, and local NGOs, excluding the Global Fund and other vertical projects, to assess the effectiveness of internal controls and the risk management system.</li> <li>• Determine compliance with policies, procedures, regulations, and donor requirements, and provide written recommendations to management to enhance the efficiency and effectiveness of the control systems within the functions under review.</li> <li>• In consultation with the Senior Manager- Risk Management, Internal Audit and Compliance and, after conducting a risk assessment, develop an annual ICC work plan for the Country Office program, excluding Global-funded projects and other vertically-funded large awards where dedicated internal auditors/ staff of ICC function are already onboard. Use an appropriate risk-based methodology, including any risks, control concerns, or compliance issues identified by the</li> </ul>	

Country Office. The work plans will address both specific needs and prioritize areas based on key risks identified through the risk assessment process.

- Prepare a consolidated draft ICC annual plan, including departments, local NGOs, field offices, and the Bhutan office.
- Execute control and compliance checks as per the Annual Plan. This includes control and compliance checks of the Country Office (CO) and partner NGOs. Prepare and complete the reporting cycle. Ensure assignments are completed on time.
- Apply relevant risk-based audit techniques when performing ICC for various units.
- Complete documentation after each assignment and upload the report as required (for eg, e-library and OPMIS)
- Ensure that accepted accounting and audit principles and policies are followed, and evaluate the adequacy and effectiveness of internal accounting procedures, operating systems, and controls. Recommend improvements for better systems through periodic reviews and partners as planned, and prepare a draft report.
- All findings, whether major or minor, should be evidence-based and should ensure value addition to the department or unit.
- The recommendations should be practical and contribute to system strengthening.
- Monitor follow-up activities using the automated follow-up system in OPMIS. Provide support to budget holders to ensure closure in the system.
- Evaluate policies and procedures and make recommendations for improvements, if necessary.
- Evaluate key systems for effective internal checks and procedures to safeguard Save the Children's assets, and also identify and analyze the causes of uneconomical and inefficient practices in assigned areas of responsibility. Assess alternatives that might yield desired results
- Conduct reviews with a zero tolerance policy perspective such as safeguarding and fraud, bribery, and corruption, and report immediately if any non-compliance is noted.
- Execute compliance checks in accordance with the donor requirements as specified in the donor agreement as part of the ICC review; any variations should be reported and addressed timely.
- Promptly report any unusual transactions or indications of fraud.
- Review SCI policies and procedure compliance
- Lead or participate in an investigation, if required.
- Provide expert advisory services to PNGOs and the Country Office (CO) when required.
- Provide support to other departments as requested and as assigned by the line manager.
- Maintain fundamental principles and ethics of auditing, such as a high level of confidentiality, integrity, objectivity, professional competence, and behavior.
- Provide suggestions to the line manager for the improvement of the internal control and compliance reviews strategy and methodology.
- Assist in Fraud Risk Assessment and other assignments as assigned by line manager.
- Conduct or assist in SCI Fraud, Bribery and Corruption policy orientation, and other trainings/ workshops.

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others

- future orientated, thinks strategically and on a global scale.

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.
- Although this is a dedicated position for Global Fund Program, the role holder is expected to perform other assignments as assigned by function head.

**Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity.

**QUALIFICATIONS**

- CA with 7 years (5 years for GSI group\*) of work experience including 5 years of relevant experience in audit. Experience in counter fraud awareness and investigations preferred.

**EXPERIENCE AND SKILLS**

**Essential**

- A track record of delivering internal audits and consistently achieving high-quality, timely results.
- Experience in conducting risk-based reviews of systems and processes, identifying weaknesses and areas for improvement.
- Be detail-oriented and committed to undertaking work in a logical and disciplined manner, following the prescribed methodology.
- Able to cope with conflicting priorities in a timely manner.
- Have strong experience in producing high-quality, effective written communication, e.g., reports in English.
- Possess strong communication skills and the ability to articulate at all levels (in English).
- Demonstrate a genuine desire to learn and proactively support the internal control and compliance function.
- Be willing to undertake a high amount of travel.
- Be able to demonstrate high standards of ethics and integrity.
- Have knowledge and understanding of national and international accounting and auditing standards, national regulations, situation analysis skills, and knowledge of the partnership and development sector.

**Additional Job Responsibilities:**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities:**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Safeguarding obligation:**

We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that his/her conduct is in line with the SCI's Safeguarding policies. Hence our selection process includes

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rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment.

**Health and Safety:**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

**JD written by:**

**Date:**

**JD agreed by:**

**Date:**

**Updated by:**

**Date:**

**Evaluated:**

**Date:**