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JOB DESCRIPTION

Job Title:	Internal Audit Manager
Department:	Finance, Operations and Support Services (FOSS)
Grade:	E
Terms and Conditions:	Full time and permanent role
Location:	London Office, Central London
Responsible To:	Chief Operating Officer (COO)
Relations with Others:	Reports to Finance and Audit Committee There will be a need to work closely with staff across HelpAge International and external donors and other agencies.
Matrix management:	The post is line managed by COO, but also retains reporting relation with Head of Finance and audit committee of the board. The work plan and performance of the post holder can be fairly managed if the feedback in workplan and performance received from different directors, Head of finance and audit committee and other heads of departments.

Background

HelpAge International raises and manages a budget of approximately £25 million per annum. Management structure of HelpAge consist of regional offices currently in three locations (for Asia in Chiang Mai Thailand, for Africa in Nairobi, Kenya, and for Eastern Europe and middle East in Amman, Jordan). The region office manages number of country operations and also have programmes in countries through Helpage network members and partners. Beside regional offices, we also network representation office for Latin America and Caribbean based in Bogota, Colombia. And the global coordination office is based in London, UK, where all global systems, policies and procedures are developed. Regional and country offices are led by Regional and Country directors respectively and has programme, finance, HR and operational teams to manage and implement their programmes.

The accounting function in HelpAge are provided by the Finance Unit at the London office, and by Regional and country Finance Managers and their departments.

The HR function functions in Helpage are provided by HR unit in London office and regional and country HR staff.

Operational functions that include contract management, security management, IT and operational standards etc are provide Ops unit in London and by different staff in region and country offices.

The Finance, HR and Ops unit in London are part of Finance Operations and support services (FOSS) department. Internal audit manager is also part of FOSS department reporting to COO but also maintains direct reporting line related audit matters with Head of Audit and Finance committee of the board.

HelpAge International is a global network of organisations promoting the right of all older people to lead dignified, healthy and secure lives.

Chair: **Arun Maira** | Chief Executive: **Justin Derbyshire** | Registered charity no. 288180 | Company limited by guarantee | Registered in England no. 1762840 | Registered office: 1-6 Tavistock Square, London WC1H 9NA, UK

Programme strategy and quality is maintained by global technical unit and humanitarian department in London, with similar roles in regions and country offices.

Purposes of the Job

HelpAge places great importance on a responsible approach to risk management and reporting to the Board on risk assessment and mitigation. The post-holder will have a major role in ensuring that the organisational risk map is kept under constant review and amended to reflect any changes in organisational priorities. The post-holder will work with the Chief Operating Officer to report to the Finance & Audit Committee on the whole range of assurance activities that take place within the organisation in relation to the risk register.

HelpAge is committed to ensuring the highest standards of financial, HR, operational and programme management. The post holder has a key role to play in ensuring that this commitment is met through the delivery of an agreed programme of internal audit work. This work will focus on ensuring that financial and other control procedures identified in the risk register are being properly implemented, managed and used in all overseas offices, in emergency programmes and by our operational partners.

HelpAge is funded by a large number of donors and there is often a requirement for an external audit of specific programmes. The internal auditor will take the associated risks into account when recommending the annual internal audit plan.

Given the knowledge obtained through the audit work the post holder will also expected to make major contribution to the development of staff, partner organisations through input into improving existing and new policies and procedures and training.

The post is the focal point for the anti fraud and bribery policies.

Extensive travelling will be required to undertake this role; around 12 – 18 weeks per year.

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JOB ACTIVITIES

Risk Management

- Working primarily through Directors and Senior Managers, ensure that a major review of HelpAge's risk map is undertaken at least twice a year.
- Ensure that risk register is properly maintained and COO present outcome of the risk register to the Finance and Audit Committee as well as to the full board.
- Ensuring that risk register structure is updated to make sure feedback from directors and trustees is taken into consideration and they are made aware of any changes and consider major risk areas in relation to HelpAge's operational and strategic management.
- Develop an assessment framework that brings together the assurance activities of HelpAge where they relate to the risk register and report against this to Finance & Audit Committee in the form of a functional audit.
- Support programme staff and liaise with donors (e.g. Age International / DEC) where risk maps are required for specific programmes.

Internal audit

- Present an annual internal audit plan by reference to the risk management framework to the Finance & Audit Committee for their approval.
- Develop and maintain the Internal Audit Procedures to ensure that best practice is taken account of and that the audits address specific areas of risk management
- Undertake the approved internal audit plan in line with agreed procedures liaising with the relevant HelpAge or Partner staff.
- At the conclusion of audit visits to provide a full briefing to the relevant Regional and Country Director or partner organisation ensuring that their comments are recorded as part of the review.
- Agree action plan necessary to implement the audit recommendations with the Regional, Country Directors or the director of relevant department.
- Present the audit report to the Directors, highlighting any areas of concern and the resultant action plan.
- Monitor the implementation of any recommendations.
- Identify common features across audits and organisation-wide issues, proposing appropriate systems improvements.
- Report to the Finance and Audit Committee ensuring that the Trustees are aware of the key findings and the actions being taken to resolve any areas of concern.
- Report to Age International on the result of internal audit work under the joint agreement.

Donor Audits

- Advise on and agree terms of reference for audits to meet donor specifications

Anti Fraud and Bribery Policy

- Review and update the Anti-Fraud and bribery Policy as appropriate, ensuring that HelpAge staff are aware of the policy and trained in how to use it
- Maintain the fraud and bribery register, provide advice on Fraud Policy and give support in event of suspected fraud, carrying out investigation as required. And ensure appropriate authorities are reported of any incident in accordance to statutory requirements.
- Keep abreast of legal and donor-related developments associated with the UK Bribery Act.

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- Network with other NGOs to collaborate and advise on anti fraud and bribery measures.

Whistle blowing policy

- Whistle blowing policy helps in ensuring there is effective reporting mechanism for reporting incidents related to fraud and bribery but also help in reporting incidents related to safeguarding issues within Helpage teams as well as beneficiaries.
- Although the policy is managed and developed by HR but the Internal audit manager has to provide considerable input into whistle blowing policy improvement. And as part of awareness training about Fraud and anti-bribery policy also include training related to Whistle blowing policy.

Other activities

- Provide advice and training to HelpAge finance staff on internal control procedures and partner auditing
- Ensure that issues of internal control are considered during all work and in the development of new policies and procedures
- Network with other NGO's on Internal Audit and related work to ensure that the organisation is aware of current issues and developments in the field
- Contribute to continuous review of the organisations financial systems and to recommend changes as necessary
- Perform any other tasks as requested by the COO.

PERSON SPECIFICATION

Education/Qualifications

Essential: Qualified membership of one of the major UK accounting bodies (ICAEW, ACCA, CIMA)

Desirable: Membership of one of the CCAB accounting bodies or equivalent

Experience

Essential: Experience of internal audit work
 Design of risk based Internal Audit programmes
 Experience of risk appraisal and management techniques
 Experience international organisations with overseas offices
 Practical experience of fraud investigations

Desirable: Experience in the finance function of a not-for-profit or charitable organisation.

Experience of writing financial procedures

Skills/Attributes/Knowledge

Essential: Excellent communication and reporting skills (verbal and in writing)
 Planning & analytical skills
 Negotiating and influencing skills
 Proactive, co-operative and supportive team player
 Ability to work to deadlines
 Ability to work across cultures
 Ability and willingness for extensive overseas travel

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