

Job Title:	Head of Internal Audit
Department:	Services and Operations
Location:	London
Reports to:	Chief Operating Officer
Line Management responsibility:	4 x Regional Auditors
Budgetary Responsibility:	tbc
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The Head of Internal Audit will lead the Internal Audit Function and align departmental and organisational strategy. This role will perform advanced level, professional Internal Audit work as a key component of the Muslim Aid corporate risk management, internal control and governance structure.

The post holder will develop and direct a comprehensive audit plan/program, including supporting the planning, performance and communication of audit activities across Muslim Aid.

Internal Audit

1. Develop risk-based annual internal audit plans and coordinate audits with appropriate reference to the Chartered Institute of Internal Auditor.
2. Set the standards for the professional practice of Internal Auditing.
3. Developing independent systems and control assurances.
4. Establish and ensure proper use of an internal control system, including proper accounting records and other suitable measures.
5. Develop an Audit Charter for Board Approval and periodic review
6. Develop a risk-based audit needs assessment for Board approval
7. Attend the Audit and Risk Committee meetings and report on individual audit reviews and the overall status, against the agreed annual internal audit plan. Also attend the relevant Board Committees and Executive Management meetings.
8. Build an internal audit function to ensure that our global organisation is compliant. Continuously develop, enhance and embed the risk framework for managing risks across the organisation, ensuring that processes are fit for purpose and are understood by stakeholders.
9. Provide management, coaching and training to direct reports, ensuring they have clear SMART objectives aligned to the organisation strategic priorities and the Internal Audit action plan.
10. Carry out routine and investigatory audits and undertake investigations of breaches of appropriate regulations and statutes.

11. Develop and embed a risk and compliance framework for Muslim Aid, aligned to our Muslim Aid principles and culture.
12. Embed a positive culture of confident and informed risk-taking through training, communication and promotion of the agreed risk framework.
13. Advise the Management Board in the implementation of risk and compliance matters across the charity.
14. Present to the Management Board monthly on risk and compliance issues including any recommendations.
15. Responsible for all policies on risk and compliance within the Office Procedure Manual, particularly the process of annual review – proposing improvements to manage risk.
16. Develop and maintain regulatory awareness amongst all employees.
17. Establish strong working relationships with management to facilitate on-going management consultation with audit.
18. Facilitate external auditors and regulatory bodies during examinations of the organisation.

Other

19. Maintain and store all records in line with MA document management and IT policies.
20. Comply with all policies, procedures, legal and regulatory requirements.
21. Any other duties commensurate with the accountabilities of the post.

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Educated to Degree level	Desirable	Application
Certified/Chartered Internal Auditor or equivalent	Essential	Application
Recognised accounting qualification (ACA, ACCA, CIMA)	Essential	Application
Experience & Knowledge:		
Minimum 4+ years post qualification experience plus minimum of two years at a senior level.	Essential	Application and Interview
Particular knowledge of project/programme financial control.	Essential	Application and Interview
Strong experience of leading an Internal Audit function.	Essential	Application and Interview
Strong finance background particularly in an international context.	Essential	Application and Interview
Experience of business control.	Essential	Application and Interview
A mix of both voluntary and commercial sector experience.	Desirable	Application and Interview
Experience in the international development and humanitarian sector.	Desirable	Application and Interview
Skills & Abilities:		
Ability to work effectively at both strategic and operational levels	Essential	Application and Interview
Highly skilled in evaluating risk and use of risk analysis techniques.	Essential	Application and Interview
Self-motivated, with the ability to work with a high degree of autonomy and respond to rapidly changing work priorities.	Essential	Interview
Sound judgement, ability to analyse complex situations and recommend solutions/initiatives	Essential	Interview
Strong interpersonal and communication skills, including the ability to communicate technical issues to a non-technical audience and to communicate effectively with senior managers and trustees.	Essential	Interview
Attention to detail whilst working under pressure	Essential	Interview
Ability to work to tight deadlines	Essential	Interview
Excellent presentation skills	Essential	Interview
Strong technical and report writing skills	Essential	Interview
Ability to work well as part of a team	Essential	Interview
Strong commercial awareness	Essential	Interview
Ability to recognise sensitive issues and respect confidentiality	Essential	Interview
Ability to effect change	Essential	Interview

Strong desire to working for the not-for profit sector / overseas development	Essential	Application and Interview
Ability to travel and work overseas in testing conditions and environments	Essential	Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Child and Vulnerable Adults Policy and Procedure	Essential	

You will display the competencies below:	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts
Communication	The ability to listen, express and communicate information effectively
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals
Results Focused	Getting the job done in an efficient way through effective time, task and financial management
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	