

JOB DESCRIPTION

Job title:	Internal Audit Manager	Location:	London, UK
Department:	Finance	Length of contract:	Permanent
Role type:	National	Grade:	11
Travel involved:	Up to 30%	Child safeguarding level:	3
Reporting to:	Head of Assurance	Direct reports:	N/A

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Job Purpose:

The Internal Audit Manager reports to the Head of Assurance is responsible for providing independent assurance on the effectiveness of Malaria Consortium's internal controls, risk management, and governance processes. The role involves conducting risk-based audits, evaluating the adequacy of internal controls, and ensuring compliance with policies, procedures, donor agreements, and regulations. The Internal Audit Manager also plays a key role in identifying internal control weaknesses and recommending improvements to safeguard the organization's assets and integrity.

Additionally, the Internal Audit Manager monitors and drives the implementation of recommendations to promptly address internal control weaknesses.

Scope of Work:

The Internal Audit Manager provides comprehensive assurance to senior management and the Board on the effectiveness of internal controls and risk management practices. This includes developing and executing a risk-based audit plan, conducting audits, and ensuring that management implements recommended improvements. The role involves close collaboration with the Head of Assurance and other key stakeholders to align audit activities with organizational priorities.

Key Working Relationships:

- Reports to the Head of Assurance on all internal audit activities.
- Collaborates closely with the Compliance Manager to ensure alignment and avoid duplication of efforts.
- Communicates audit findings and recommendations to senior management in countries, Regional Offices, and Head Office.
- Works with key stakeholders, including the Director of Global Operations, Technical Director, Regional Directors, Finance Director, and HR Director, to ensure robust internal controls across all areas of the organization.

Key Accountabilities:

Audit Planning and Execution (65%):

- Develop and implement a risk-based annual audit plan that aligns with organizational objectives and priorities.
- Conduct audits across all functions, including program management, operations, finance, and IT, to assess the adequacy of internal controls and risk management processes.
- Evaluate the reliability and integrity of financial and operational information, and the safeguarding of assets.
- Determine the root causes of identified issues and recommend realistic solutions to address internal control weaknesses.
- Ensure that audit activities provide maximum assurance to senior management and the Board.
- Ad hoc duties as assigned by the Head of Assurance.

Ad-hoc Investigations (20%):

- Support audit staff in capturing and addressing incidents globally, ensuring that key staff are informed and that appropriate actions are taken.
- Lead on internal investigations related to financial irregularities, specifically fraud, bribery and corruption.
- Undertake other ad-hoc investigations as required related to internal control weaknesses.

Reporting on Audits (10%):

- Prepare and present high-quality audit reports to the Finance, Audit, and Risk Committee (FARC), detailing findings and actionable recommendations for improvement.
- Update and maintain the system for monitoring the implementation of audit recommendations and encourage prompt follow-up on outstanding issues.
- Document and communicate audit findings in clear and concise reports.

Global Oversight (5%):

- Promote a strong internal control culture through staff training and feedback sessions on audit findings and lessons learned.
- Participate in ad-hoc investigations and reviews as requested by senior management.
- Attend external auditor meetings and liaise on internal control-related issues.

Person Specification:

Qualifications and Experience:

- Qualified in a relevant field (e.g., CIPPF, MIIA, ACA, CPFA, CIMA, ACCA).
- Substantial experience in auditing at a senior level within internationally recognized organizations or professional firms.
- Strong knowledge of risk-based auditing practices,
- Committed to Malaria Consortium's vision and mission

Work-based skills:

Essential

- A proven ability to work independently and prioritise and manage your workload to complete set tasks and deliver reports as appropriate
- Particularly in the not-for-profit sector
- Able to work flexibly to respond to emerging needs
- Strong analytical and problem-solving skills with a readiness to take initiative to resolve issues
- Attention to detail to deliver accurate, credible results and objective assurance
- Strong interpersonal skills with a persuasive, diplomatic, confident manner. Demonstrable ability to build effective working relationships and provide advice at all levels and strong negotiation skills
- Fluent English with effective communication and listening skills. The ability to prepare and deliver concise oral and written reports for audit engagements

Desirable

- Demonstrable knowledge of risk based internal auditing for strategic, operational and financial audits
- An ability to communicate in French and/or Portuguese

Core competencies:
Delivering results
LEVEL D - Inspires wider teams to achieve outstanding results and to manage risks <ul style="list-style-type: none">✓ Proactively improves effectiveness and performance of other senior staff to increase ability to meet objectives, acquiring new skills when appropriate✓ Encourages mitigating risks amongst the teams/groups they work with/ manage.✓ Ensures the quality of all internal/external work of own and others
Analysis and use of information
LEVEL D - Analyses the external environment confidently <ul style="list-style-type: none">✓ Generates a range of policy options and appraises them based on the internal and external evidence✓ Develops ways of applying new knowledge and ensures lesson-learning with self and wider team✓ Analyses the significance of external events and situations for Malaria Consortium
Interpersonal and communications
LEVEL D - Adapts communications effectively <ul style="list-style-type: none">✓ Tailors communication (content, style and medium) to diverse audiences✓ Communicates equally effectively at all organisational levels✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations✓ Resolves intra-team and inter-team conflicts effectively
Collaboration and partnering
LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks <ul style="list-style-type: none">✓ Builds strong networks internally✓ Participates actively in external networks and/or think tanks✓ Engages with relevant experts to gather and evaluate evidence✓ Shares and implements good practice with internal and external peers
Leading and motivating people
LEVEL C - Effectively leads and motivates others or direct reports <ul style="list-style-type: none">✓ Gives regular, timely and appropriate feedback✓ Acknowledges good performance and deals with issues concerning poor performance

- ✓ Carries out staff assessment and development activities conscientiously and effectively
- ✓ Develop the skills and competence of others through the development and application of skills
- ✓ Coaches and supports team members when they have difficulties

Flexibility/ adaptability

LEVEL D - Clarifies priorities and ensures learning from experience

- ✓ Clarifies priorities when leading change
- ✓ Sees and shows others the benefits of strategic change.
- ✓ Helps colleagues/ team members to practise stress management through prioritisation of workloads and modelling of appropriate self-management and care
- ✓ Makes time to learn from experience and feedback, and apply the lessons to new situations

Living the values

LEVEL D - Acts as a role model in promoting Malaria Consortium's values

- ✓ Champions and takes ownership of corporate decisions, values and standards and ensures team members implement them in a positive manner
- ✓ Acts as role model internally and externally in promoting Malaria Consortium's values
- ✓ Is accountable for ensuring that cultural awareness is demonstrated across the area (s) they manage

Strategic planning and thinking and sector awareness

LEVEL C - Keeps up to date with the internal and external environment

- ✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors
- ✓ Looks beyond the immediate operations to prospects for new business
- ✓ Engages with appropriate internal and external sources to establish major influences on future plans