



## **JOB OPPORTUNITY**

BRAC is the world's largest, leading development organization dedicated to poverty alleviation and empowerment of the poor. Initiated in Bangladesh in 1972, BRAC now operates in 11 countries across Asia, Africa and the Americas. To counter poverty and promote social empowerment, BRAC strategically integrates development programs in microfinance, agriculture, health, education, human rights and legal aid, community empowerment and more.

BRAC Liberia launched in 2008 with programs in Microfinance, Small Enterprise Development, Agriculture, Livestock and Poultry, Health, Empowerment and Livelihood for Adolescent Girls, Psychosocial and Survival Support now impacting the lives of over 560,000 Liberians. BRAC Liberia is looking for competent, dynamic and self-motivated Liberians to fill the following regular position.

No. of Vacancies: 1

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<b>Job Title</b>	:	<b>Head of Internal Audit</b>
<b>Staff Category</b>	:	<b>National</b>
<b>Tenure</b>	:	<b>1 year</b>
<b>Salary</b>	:	<b>Negotiable</b>
<b>Reports to</b>	:	<b>Chief Executive Officer</b>
<b>Duty Station</b>	:	<b>Country Head Office</b>

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### **Safeguarding Job Responsibilities**

- a. Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve BRAC's goals on safeguarding.
- b. Act as a resource of support and expertise on safeguarding for establishing a safe working environment.
- c. Practice, promote, and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- d. Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

### **Job Summary**

The Head of Internal Audit leads BRAC BLMCL internal auditing operations. The scope of work will include but not limited to operational, financial, risks, processes, and compliance-based audit projects. Other projects will include, but not be limited to, due diligence, fraud investigations, pre- and post-IT reviews.

S/He will lead and administer a comprehensive risk, compliance, and process-based internal audit program to ensure compliance with regulatory guidelines and BRAC's policies, procedures and processes are designed with efficiency and effectiveness. He/She also guides the responsibility for the recruitment and onboarding of new internal audit staff and conducts performance evaluations, including developing, mentoring and coaching of staff. S/He will eventually through BI's Internal Audit have complete discretion over the design, development, and testing strategy of the BRAC Liberia Microfinance Company overall audit which will encompass multiple risk verticals.



### **Key Duties:**

1. Development and implementation of risk-based annual internal audit plan as per the guideline of the head office.
2. Development of monthly Branch audit plans and circulate to country management.
3. Conduct process audit, program quality audit, safeguarding review as per the recommended schedule of the head office.
4. Overall responsible for auditing BRAC's all operations at the country level.
5. Implementation of Internal Audit Manual in BRAC Liberia Microfinance Company Limited.
6. Quality enhancements of compliance function through Compliance Reporting on ICQ & Quick Review, Regulatory and Donor Compliance and Financial Statement.
7. Preparation of Summary Reports, Target Achievement Reports, reply on IA Report not found for Country Management.
8. Transparency and accountability established through Internal Audit Reporting and Internal Audit Review Management Committee (IARMC) Meeting.
9. Maintain audit independence at each level at the time of audit.
10. Recruited and deploy Internal Audit Resources in appropriate areas to achieve the Internal Audit Plan and grow them up for the next internal audit leader in the country.
11. Capacity building of staff through the quality improvement of audit, documentation and reporting and communication.
12. Conduction of investigation if requested by BLMCL Chief Executive Officer
13. Advise and supervise the audit activities carried out by the audit team as per the Annual Internal Audit Plan
14. Delegate, allocate and assign an audit team to carry out the audit work
15. Finalise the audit report (including special report) and deliver to respective management
16. Ensure timely and effective execution of the audit work
17. Discuss with the management of major risks or audit findings identified in the audit report in the CMT/MMT Meeting. Quarterly Programme's Review Meeting.
18. Continuous communication with the BI Internal Audit team and Head of Internal Audit, BI to keep the management updated about any important issues regarding the audit, risk management and compliance services.
19. Ensure the preservation of various documentation for audit work such as working papers, supporting evidence, permanent file, current file, circulars, minutes, office memo, preserving duly signed risk registers, all reports and emails sent to head office, BI and any other documents which need to be preserved.
20. Conduct meetings with donors or training for both local and expatriate staff regarding compliance and risk management services.
21. Presentation on Internal Audit Services to newly recruited staff including Young Professional in-country office requested by the programmes and HRD.
22. Document and monitor the implementation of audit report.
23. Prepare and present the report, audit findings to senior management, the country audit committee and Boards.
24. Any other activities related to internal audit assigned by the line management and senior management.

- **Safeguarding Responsibilities**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programmer's goals on safeguarding implementation.
- Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.



- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do the same.

**KNOWLEDGE, SKILLS & COMPETENCIES:**

- Maintaining the Internal Audit and Internal Control System, Compliance, Management and Risk Management services and dealing with financial management, tax matters and legal affairs of the organization.
- Ability to work in a multicultural work environment.
- Energetic, self-motivated, innovative, team builder, ambitious and self-starter.
- Excellent proficiency in English both oral & written.

Problem-solving, good supervisory skills, strong communication and interpersonal skills.

**SPECIFIC EDUCATIONAL QUALIFICATION:**

- Bachelor's degree in accounting. Having a master's degree will be an advantage
- Professional degree (or course completion) in the field of accounting and auditing, i.e.- CA, ACCA, CPA, CIA
- 6-7 years' experience in the field of accounting, finance or auditing. Big 4 experiences or working experience with BRAC environment will be preferable.

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share this commitment. Therefore, our hiring process includes extensive background checks and criminal records disclosure. BRAC is an equal opportunities employer.

All qualified and interested applicants can submit a cover letter with their CVs with three referees, one of which should be your current or most recent employer/line manager, along with a copy of your educational qualification. Applications should be submitted by email to: [recruitment.liberia@brac.net](mailto:recruitment.liberia@brac.net), with the position title on the subject line.

**DEADLINE:** December 20, 2024