



JOB DESCRIPTION

Job Title	Senior Manager - Internal Audit & Compliance
Location	London; with extensive travel (30% of time) to Gaza, Lebanon and West Bank
Mission	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement, in the oPt and Lebanon.
Job Purpose	Provide professional oversight, management and guidance on all internal audit, due diligence and compliance matters relating to MAP's offices, partners, banks, suppliers and donors
Hours	Full-time
Salary	£48,000
Reporting to	Finance Director with a direct reporting line to the Treasurer
Responsible for	No direct reports
Key Internal relationships	Finance staff in all MAP's offices; senior management team
Key External relationships	The auditors for MAP's overseas offices, MAP's implementing partners, suppliers, banks and donors
Contract	Initially 24 months, with good potential for conversion to permanent post

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

Please note, you must be eligible to work in the UK without sponsorship to be considered for this role.

Duties and key responsibilities

Internal audit

- Ensure that internal audit policies and procedures are developed, implemented and maintained in accordance with local and international best practice.
- Evaluate business processes and work with MAP's managers to identify where MAP might be subject to significant risks and determine methods to monitor and mitigate those risks.
- Compile and implement an annual internal audit plan for the approval of the Finance Director and Treasurer by applying a risk-based approach to ensure the organisation complies with internal regulations and policies.
- Conduct risk-based audits into identified or reported risks.
- Conduct investigations where fraud is identified, or potential fraud is suspected.
- Develop solutions to issues identified during audit and provide written recommendations to senior management that will improve best practice, increase efficiency, avoid fraud, and ensure compliance with applicable laws and regulations.
- Conduct specialised training on risks and controls to employees to further develop their understanding of risk and control management.
- Ensure complete, accurate and timely audit information is reported to the Finance Director and the Finance Committee.
- Comply with the Codification of Standards for the Professional Practice of Internal Auditing and the Code of Ethics of the Institute of Internal Auditors.

Internal controls

- Working with MAP's Finance Managers, take the on the design, development, and maintenance of MAP's internal control framework.
- Identify and document the key controls within each key process in MAP's major functions (finance, procurement & logistics, programmes, fundraising etc.) to ensure the risk exposures can be properly controlled.
- Evaluate on a periodic basis the effectiveness of the key controls via testing, provide observations and recommendations to and follow up within a reasonable timeframe.
- Provide informative reports to the senior management on areas where key controls should be implemented or updated.
- Co-ordinate and arrange delivery for necessary training to the staff to ensure internal control adherence.

External audit and compliance in MAP's overseas offices

- Working with the relevant Finance Manager, monitor the delivery of an effective external audits process for all of MAP's overseas offices.
- Review the outcome of the audits with the relevant Finance Manager, monitor follow up on management letter points and advise the Finance Director on areas of improvement for MAP's internal controls and future audit engagements.

Due Diligence of implementing partners and suppliers

- Review and make recommendations to ensure that MAP's maintains a suite of robust policies for relationships with partners.
- Working closely with the MAP's SMT, Finance and Programme Managers, support the development of strong processes and procedures for the assessment of MAP's partner organisations within the framework of MAP's partner grant agreements.
- Working with the relevant Finance Manager, assess the processes and controls for the monitoring, external audit, and capacity building of MAP's partners advising the Finance Director where improvements are needed.
- Review and make recommendations to the Finance Director to ensure that MAP maintains a strong framework of due diligence for MAP's suppliers and ensure these are in adherence with MAP's sanctions policy.

Donor and banking compliance

- Working with MAP's fundraisers, programme managers and finance managers, advise on a framework to comply with donor requirements in relation to budget formulation, routine and ad hoc reporting, and donor external audits.
- Review and assess the implementation of systems used for donor compliance and advise the senior management on areas in need of improvement.
- Respond to requests from MAP's bankers and money brokers and arrange the necessary documentation to be provided to ensure compliance requirements are met.
- Monitor adherence to MAP's Sanctions policy.

UK office compliance

- Maintain the Register of Interests for Trustees and staff.
- Maintain confidential records for each Trustee including annual declaration of interest, identification and proof of address documents, code of conduct and eligibility statements.

General Responsibilities

- Support the mission, ethos and values of MAP.
- Carry out other associated duties as may arise in line with the broad remit of the position.
- On the request of the Finance Director, assist the UK staff on Arabic translations in financial documents.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of our work.
- Maintain and improve competencies through continuous professional development.
- Abide by organisational policies and practices, including MAP's Safeguarding Policy and code of conduct.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and MAP data.

PERSON SPECIFICATION

Education/training

- CCAB Qualified Accountant (essential).
- Degree in Internal Auditing, Financial Accounting or Financial Management (preferred).
- Certified/Chartered Internal Auditor (preferred).

Experience

- Five years of work experience in an internal audit environment (essential).
- Experience in similar senior audit role, ideally within an international development or humanitarian NGO or international charity.
- Experience of fraud investigations.
- Experience in the management of whistleblowing mechanisms.
- Experience in the areas of regulatory, banking and donor compliance.

Knowledge

- Knowledge of International Internal Auditing Standards.
- Knowledge of auditing theory and techniques required.
- Critical understanding in the establishment and operation of internal control mechanisms.
- Proven understanding and application of risk management frameworks.
- Knowledge of due diligence processes.
- Understanding of compliance and international sanctions issues.

Skills and abilities

- Fluent in written and spoken Arabic and English.
- Exceptional internal auditing and accounting skills.
- Organised and detail-oriented with strong quantitative and analytical skills and problem-solving approach to work and challenges.
- Excellent in oral and written skills, including the ability to clearly communicate complex financial and compliance issues and write comprehensive reports.
- Ability to use spreadsheets, accounting software, a broad range of skills in O365 and MS office, with advanced Excel skills an asset.
- Ability to work independently and remotely with very limited supervision.

Personal attributes and other requirements

- Ability to travel regularly to all of MAP's offices on an ongoing basis (essential).
- Strong interpersonal skills to deal with a variety of internal and external stakeholders and the ability to build effective working relationships with staff at all levels, particularly in multicultural environments with sensitivity and respect for diversity.
- Ability to display tact and diplomacy in difficult situations and protect potentially sensitive information.
- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.