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| **TITLE:** Senior Global Auditor | | |
| **TEAM/PROGRAMME:**  Global Assurance | **LOCATION:**  London | |
| **GRADE**: TBC | **CONTRACT LENGTH:** 2 years | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The Global Assurance function supports the Board of Save the Children International and its management by evaluating the adequacy and effectiveness of the governance, risk management, control and oversight systems in place.  The role holder will be expected to confidently and capably lead on, or be part of a global team delivering high quality, outcomes-focussed internal audit assignments, reviews, investigations and other work assigned to them to meet agreed professional standards and stakeholder expectations, on time and within budget. Building credibility through effective collaboration and a solutions-driven approach to internal audit are key to this role.  They will be expected to produce high quality, value-adding audit reports in English that are clear, concise, timely and solutions-driven. Leading by example, they will also be expected to maintain strong professional relationships across the organisation, working in real partnership with their team and across the business, ensuring that they keep up-to-date with changes and events that have a significant impact on the risk profile of actual as well as potential assignments. The role holder will also be expected to contribute to the development and implementation of any Global Assurance improvement plans. | | |
| **SCOPE OF ROLE:**  **Reports to:** GlobalAssurance Manager  **Staff reporting to this post:** Responsible for overseeing the work of and developing the global Auditors and/or Junior Auditor and will also manage in-country/guest auditors, contractors and others as required on overseas assignments.  **Budget Responsibilities:** None directly though will be instrumental audits are delivered on budget  **Role Dimensions**:  *All teams are expected to:*   * travel and deliver audits across the whole programming portfolio, including fragile states, unless travel is restricted by the organisation. The annual timetable of audits is generally one of 2-3 weeks working in other countries followed by 2-3 weeks in their home office * work to the annual timetable for audits, rather than the timetable of their home base office. By this we mean that you may be required to work on a particular festival or bank holiday and a day offered in lieu. * take on a key role in no less than three team learning events in London during the year. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * work closely with the Global Assurance Manager(s) in planning, conducting, reporting and follow up assignments from the audit plan on time, to a high standard and within budget; all audits will be conducted in teams and some of these assignments will require the role holder to assume the lead role * actively contribute to and work towards delivering Global Assurance improvement plans * lead specific organisational projects as assigned; these may be for the Board or other senior managers * lead by example, ensuring that relationships with all ‘clients’ remain strong through demonstrating professional acumen, interpersonal skills, and the delivery of first-class results * deliver workshops and presentations as required by the organisation * contribute to systems development work within Save the Children International, providing independent advice regarding appropriate levels of internal control & oversight. * promote ‘horizontal learning’ opportunities, ensuring that learning is identified and that good practice is shared actively operations/ countries visited as well as with colleagues regionally and globally * provide input to the preparation of operational and strategic audit plans, and into the future shape and direction of the Global Assurance department * respond to queries raised by management, providing prompt and professional advice as appropriate | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds themselves accountable for making decisions, managing resources efficiently, and being a real ambassador for Global Assurance * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved * foster a culture of accountability across the organisation through their internal audit work   **Ambition:**   * sets ambitious and challenging goals for both themselves and their team, bringing out the best in the team, and playing an active role in development – their own as well as the team’s * motivates others in furthering the vision for Save the Children and Global Assurance * future orientated, thinks strategically and on a global scale   **Collaboration:**   * builds and maintains effective relationships with their team, colleagues, Members and external partners and supporters. Is a true collaborator and can demonstrate how working in partnership with auditees can bolster SCI’s control environment * values diversity, sees it as a source of competitive strength * An active listener, approachable * Works closely with all parties, working clearly towards finding practical and effective solutions to complex problems   **Creativity:**   * develops and encourages new and innovative solutions, takes the lead in delivering change * willing to take disciplined risks   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * be a qualified internal auditor (IIA) or accountant;   ***OR***   * have extensive experience in relevant operational areas (e.g. in programme/project management in an INGO context) and be willing to learn the appropriate audit skills | | |
| **EXPERIENCE AND SKILLS**  ***Essential***   * strong experience of conducting risk-based reviews of systems and processes (with a good understanding of the three lines of defence model), identifying weaknesses and areas of improvements with minimum supervision and support * a demonstrable ability to focus on key issues, enabling auditees to focus on crucial matters of control and oversight * be highly accurate, detail-orientated, and able to complete multiple projects, with conflicting priorities, on a timely basis * have strong experience in producing high quality effective written communication e.g. reports, in English * have exceptional communication skills and is able to articulate effectively at all levels (in English). * have strong interpersonal communication and coaching skills including a demonstrable ability to deliver difficult messages with tact and confidence * have a strong orientation for results, with the ability to challenge existing mind sets * proves to be a reliable team leader, effectively supporting the GA Manager(s) * be willing to undertake high amount of travel overseas and work with minimum supervision under difficult conditions in some of the most underdeveloped, insecure and remote parts of the world * have a strong cultural awareness and be able to work well in an international environment with people from diverse backgrounds and cultures * be able to demonstrate standards of ethics and integrity * be committed to Save the Children values   *Additionally either****:***   * have experience of evaluating systems and processes, identifying weaknesses and areas of improvements   *or:*   * have extensive experience in relevant operational areas (e.g. in programme/project management in an INGO context) and be willing to learn the appropriate audit skills   ***Desirable***   * have INGO experience or have worked in a commercial/public sector international organisation * have some experience of grant requirements of major donors such as USAID, EC/ECHO, DfID and the UN * have a financial analysis aptitude * have some experience of Agresso financial software * have some experience of IT audit * proficiency in a second core language of Save the Children (French, Spanish, Portuguese or Arabic) | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |