

POSITION DESCRIPTION

World Vision International Nepal (WVIN)



Our Vision: Our Vision for every child, life in all its fullness.
Our prayer for every heart, the will to make it so.

Our Values: These core values are the fundamental and guiding principles that determine World Vision's actions.

- We are Christian
- We are committed to the poor
- We value people
- We are stewards
- We are partners
- We are responsive

WORK CONTEXT/ BACKGROUND:

Internal Audit Department provides independent, objective assurance and consulting services to add value, improve and help WVIN to accomplish its organizational objectives through a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, controls, accountability and governance processes that enables the continuous improvement of systems, services and stewardship.

Key Position Information

Job Title	Internal Audit Coordinator/Specialist		
Position Reports To	Internal Audit Manager		
Position Location	Internal Audit Department, WVI Nepal Office (National Office)		
No. Direct Report:	No	Positions Supervised:	No
Job Grade	Level 13/14	Date created /updated:	November 19, 2014
Financial Authority Budget	No No	Decision Making Authority	No

Important Functional Relationships

External	Internal	Committees/Groups
N/A	Audit Manager, ADP/Project Managers, ADP/Projects team	

Key Objectives of the Position

- To contribute to the expertise and direction of the Internal Audit Department to ensure its alignment to the strategic directions of WVIN.
- To effectively carryout performance commitments that are supportive of the goals and objectives of the Internal Audit Department as well as WVIN.

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The position is accountable for the following:		
Expected End Results	Weight (%)	Indicators
Ensure accomplishment of the audit plan/program in accordance with acceptable audit standards and set schedules.	80%	<ol style="list-style-type: none"> 1. Determines the auditing procedures to be used for the assigned audit activity and performs the audit in a professional manner and in accordance with approved audit program/set standards. 2. Obtains, analyzes and appraises evidentiary information as a basis for informed, objective opinion on the adequacy and effectiveness of the internal controls (key controls of the system) being reviewed. 3. Makes oral or written presentations to management of assigned audit activity during and at the conclusion of the examination, discussing deficiencies and recommending corrective action to improve operations and reduce costs. 4. Prepares formal written reports, expressing opinions on the adequacy and effectiveness of the internal controls being reviewed. 5. Appraises the adequacy of the corrective action taken to improve areas raised in formal written reports.
Participate actively in the formulation of organizational policies by way of recommending relevant and viable policies and guidelines that will lead to better organizational and departmental performance as a result of audit activity/ies assigned.	10%	<ol style="list-style-type: none"> 1. Advice management on the formulation of policies and guidelines with a view of ensuring all management policies and guidelines adequately mitigate the risks identified – this role will not include the development of the actual policies, guidelines and system. 2. Review office financial systems and report on compliance with the WVI Financial Policies and the GAAP 3. Provide summaries of audit results and trends and determine that audit recommendations have been tracked and implemented by management 4. Participating in meeting, workshop, and discussion and provide necessary feedback/suggestion. 5. Providing feedback and suggestion to mitigate the risk on complex type of transaction and activity in accordance of the ADP/Project/NO Staff request
Professional and Personal Development	10%	<ol style="list-style-type: none"> 1. Demonstrating an understanding of and commitment to vision, mission and core values of WVIN in the approach to work and relationships 2. Work and life balance 3. Capacity enhancement plan that is consistent with WVIN's strategic objectives.

Qualifications	
Education	University degree in Commerce, Accounting or Business or Management. Professional qualification such as ACCA/CA/CIA (Preferred)
Experience	Minimum 2 years experience in auditing and accounting or relevant/equivalent community development work experience.
Knowledge and Skills	Strength in systems and information analysis and reporting, internal controls audit processes and management information systems, monitoring/evaluation and related processes. With good oral and written communication skills and good inter-personal skills. Must be able to

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	work independently in remote areas.
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Core Capabilities/ Functional Competencies	Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively
	Self-Managing Capabilities: Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness
	Thinking Capabilities Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity
	Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups

Prepared by : Doche B. Olayvar		Date: November 19, 2014
Manager		Date
Position Holder		Date
Date of Appointment		