

## JOB DESCRIPTION

POSITION	<b>Internal Auditor</b>
AREA/DEPARTMENT	General Management
PLACE OF WORK	Save the Children Italia Onlus (Roma)
REFER TO	President / CEO
PEOPLE MANAGEMENT	No
BUDGET MANAGEMENT	No
TYPE OF CONTRACT	Fixed term
SALARY	Based on experience
CSP LEVEL	I

## INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organization for children.

**OUR VISION** is a world in which every child attains the right to survival, protection, development and participation.

**OUR MISSION** is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children Italia (SC IT) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

## SAVE THE CHILDREN'S VALUES

**ACCOUNTABILITY:** We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

**AMBITION:** We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

**COLLABORATION:** We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

**CREATIVITY:** We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

**INTEGRITY:** We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.

To finance our work, we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

## CHILD SAFEGUARDING POLICY

At Save the Children Italy we are committed to the safeguarding and protection of children in our work. Save the Children believes that a child or young person should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of children and protects them from harm. Our Organization has a zero tolerance approach to any harm to or exploitation of a child by any of our staff, representatives or partners. Save the Children expects the highest standards of behavior from all its staff when

dealing with children. Those who are representing Save the Children must adhere to the Child Safeguarding Policy, both in their private and professional lives.

Save the Children Italy will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us.

## **JOB PURPOSE**

Internal audit plays an important assurance role in the organisation's governance processes, particularly in the area of risk management and control. He/She supports the Organization to accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes, monitoring and evaluating how internal processes work and managing and mitigating risks. The internal auditor acts as an objective source of independent advice to ensure validity, legality and goal achievement.

## **RESPONSIBILITIES**

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Process Analysis, Re-engineering and Process Management
- Understand and Document the Business Processes
- Review Policies and Procedures
- Perform Risk Assessment
- Document process and prepare audit findings memorandum
- Determine internal audit scope and develop annual plans
- Obtain, analyse and evaluate accounting documentation, previous reports, data, etc
- Prepare and present reports that reflect audit's results and document process
- Identify loopholes and recommend risk aversion measures
- Maintain open communication with management
- Conduct follow up audits to monitor interventions
- Engage to continuous knowledge development regarding rules, regulations, best practices, tools, techniques and standards
- Anticipating emerging issues through research and interviews and deciding how best to deal with them;
- Prepare reports to highlight issues, problems and risks and distributing the reports to President/CEO
- Report of the audit activities performed (processes and procedures)
- Recommend for improvements
- Monitor of past internal audit recommendations (if applicable).

## **EXPERIENCE & QUALIFICATION**

- Bachelor's degree in Accounting, Business, Finance or a related discipline
- Extensive experience (minimum 5 years) as an auditor



- In-depth understanding of auditing and control practices
- Updated knowledge of applicable laws and regulations
- Strong organizational and project management skills
- Strong program management and budgeting skills and thorough knowledge of programmatic issues
- Fluent in English and Italian, both written and verbal
- Previous experience in an International NGO

## **SOFT SKILLS**

- Excellent oral and written communication skills
- Excellent critical thinking and problem solving skills
- Integrity and reliability
- Capacity to relate to a different range of internal and external stakeholders
- Flexible and adaptable to changing context
- Strong teamwork and interpersonal skills
- Pragmatic/solutions oriented/problem solver
- Strong analytical skills
- Capacity to navigate complexity
- Strong team player, able to work effectively with others towards the achievement of common objectives

## **OTHER**

- Commitment to Save the Children values

