**﻿Vacancy Advertisement for Internal Auditor at ActionAid International Nepal**

16th April 2025

**ActionAid**is a global justice federation working to achieve social justice, gender equality and poverty eradication. It was founded as a charity in 1972, and throughout its history it has innovated and evolved its approach to better address the structural drivers of poverty and injustice. ActionAid believes people living in poverty and exclusion have the power within them to create change for themselves, their families and communities and ActionAid is a catalyst for that change. In the 1990s, ActionAid adopted a human rights-based approach to development, which is ongoing as its core approach. In 2003, the ActionAid International federation was established, comprising members in every region of the world, and headquartered in South Africa.

**ActionAid International Nepal (AAIN)** is a member of the federation, established in 1982 as a nongovernmental social justice organization, working locally across various provinces of Nepal. AAIN is deeply engaged in both national and global social justice movement and a part of various civil society networks, alliances, and coalitions. Through a human rights-based approach, AAIN empowers marginalized communities to assert their rights and address the underlying causes of poverty and injustice. As a proud member of the ActionAid International federation, AAIN collaborates with like-minded organizations worldwide to advance its mission of promoting social justice, gender equality, poverty eradication and climate justice.

Internal Auditor is responsible to conduct internal audits, maintain risk register to give reassurance to the AAIN management that the system of internal control is adequate to achieve management objectives in an efficient and orderly manner. S/he objectively examines, evaluates and reports on the adequacy of internal control as a contribution to the proper, economic and effective use of resources and management of organizational risks.

**Position: Internal Auditor**

**Location:** Kathmandu, Nepal

**Reports to:**Executive Director

**Deadline: Monday, 28th April 2024**

The major roles and responsibilities can be summarised as follows:

* Ensure compliance with organizational policies, procedures, and financial guidelines, while preparing and monitoring the Internal Audit Unit’s annual plan and budget.
* Ensure donor compliance and timely financial reporting by reviewing expenditure patterns and coordinating with project staff and partners for accurate and timely submissions.
* Carry out, Prepare and share internal audit reports (including partner organizations) with recommendations, maintain relevant data for internal controls, and ensure timely submission of audit reports of AAIN and information to AAI, AA UK, AAN Board Finance and Audit Committees.
* Ensure that AAIN CO, LRP and Project partners get the final copy of the external / internal audit report and prepare Audit Action Plan (AAP) to address the recommendations given within reasonable time.
* Identify areas of improvement in the internal control systems of POs, provide appropriate feedback, on-the-job guidance and/or orientation to the relevant staff and board members for strengthening their systems / policies and contribute to their capacity building.
* Coordinate with Head - Finance Sustainability & Admin and Finance Focal Person in supporting the partner organisations to address issues identified by external / internal audits for improvement.
* Coordinate/ suggest to Head - Finance Sustainability & Admin to establish internal control system strengthening as per internal audit findings in partner organization level as well as AAIN office/s.
* Work as an inspired team member to enhance proper internal control mechanism in the organization.
* Support the process of developing and sustaining an open, transparent learning culture in the organisation.
* Act independently to ensure validity, legality of AAIN policies and procedures.
* Represents ActionAid International Nepal (AAIN) in a variety of forums and maintain external relationships within a diverse range of stakeholders.
* Participates on various forums and provide positive inputs and critical comments for the formulation/update of AAIN's strategy, policies and procedures.

**Requirements:**

* Excellent people/interpersonal skills including listening, communication, coordination, collaboration and influencing
* Proven leadership and self/people management skills
* Demonstrated ability to work under reasonable pressure, deadlines, and multiple strategic and operational priorities
* Ability to work on internal audit standards, fraud awareness, and professional ethical standards
* Knowledge of tax rules, labour act and other prevailing regulations
* Ability to promote the value of internal audit among key staff within the organization

**Qualification:**

* CA/ACCA with at least 3 years of professional experience, preferably in the I/NGOs sector is required.
* Master’s degree in a relevant field (Finance, Accounting, Business Administration) with at least 3 years of experience is optional but can be an added advantage.

**Click on the link below for detailed job descriptions:**

[**JD for Internal Auditor**](https://drive.google.com/file/d/1UP_Fa1JGEp6W9oVgFWgaA9Qbpnt78da_/view?usp=sharing)

As an **Extended Management Team (EMT) member**, this position is responsible to lead or contribute to the following institutional priorities as per the requirements of AAIN:

* Feminist Leadership
* Sexual Harassment, Exploitation and Abuse (SHEA) & Safeguarding (including Child Safeguarding)
* Human right based approach (HRBA)
* Behavioural change approach (BCA)
* Safety and Security

Interested and eligible candidates are requested to fill out and submit the Online Application Form [**Application-Internal Auditor**](https://docs.google.com/forms/d/e/1FAIpQLSc28xaZUce3D9PcdFSbMkkJL7pV5A4ha_ELBn8kJSxUMxjUsA/viewform?usp=header) by **28th April 2025 (Monday)**.

*AAIN is an equal opportunity employer. All applicants will be considered for volunteering regardless of their ethnicity, religion, sex, sexual orientation, gender identity, HIV status, and disability status. Women and people from ethnic minorities are strongly encouraged to apply.*

AAIN promotes its principles, strategies, policies, and procedures on Feminist Leadership, safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security. All applicants must adhere to AAIN’s key policies and procedures.