



Application Procedure

Position: Head of Internal Control

Applications to include;

1. A cover letter of no more than one page describing interest in and why qualified for the role.
2. A current CV or Resume, detailing professional experience, education and qualifications.

Applications to be submitted latest, by 27 May 2022.

Applications to be sent to; recruitment@virunga.org , including, “Head of Internal Control” in the email subject line.

Job Description

Job Title: Head of Internal Control

Key Objectives:

To review internal practices, processes, systems and policies, making recommendations for improvements to strengthen organisational performance and controls. Assisting senior management in the implementation of recommendations and subsequently following up on implementation. Actively supporting senior management in ensuring the effective management of risk across all Virunga Foundation and subsidiary operations. Undertaking internal audits and control work as required by external funders, under the direction of senior management.

Reporting to: Board of Trustees

Local Manager: CEO

Management Responsibility

- Manage the staff of the internal control team, establishing annual objectives and undertaking review and feedback processes. Identify training and development needs.
- Prepare the Unit's annual work plan, based on agreed organisation objectives and priorities, amending as required and identifying resource requirements.

Main Duties & Responsibilities:

- To review and assess the effectiveness of accounting and financial controls, compliance procedures and controls throughout the Park and follow up on the implementation of agreed improvements.
- Plan and conduct risk-based financial, operational and compliance audit engagements of Virunga Foundation's program and operational units.
- Plan and undertake internal audits and pre-audits required by third parties, particularly funders, to confirm compliance. Assist in the development of reporting and control systems in order to meet new compliance requirements.
- Ensure strong communication with colleagues across functions and maintain a presence on the ground to facilitate early identification of control issues.
- Assess the adequacy and extent of programs designed to safeguard organization assets.
- Identify control weaknesses and opportunities for improvement, whenever noted in the course of undertaking review work. Including identifying areas of strength and weakness and supporting staff and management in continuous staff training, education and development in line with best practices.
- Maintain the organisation risk register, in co-operation with key risk owners, reporting to the Finance and Audit Committee on its status at agreed intervals.

- Report risk management issues and internal control deficiencies identified directly to management and provide recommendations on how to mitigate risks.
- Play an active role as a member of the Board Finance and Audit Committee.
- Support the Investigation Unit in carrying out investigations of allegations of misconduct, violation of The Code of Conduct, and misappropriation.
- Collaborate with and support the Investigation Unit in the implementation of the ethics and compliance program.

Qualifications:

- Minimum of a Bachelor's degree in Finance, Accounting, or other related field
- At least 10 years' experience including accounting, finance and auditing, in diverse business environments.
- A professionally recognised accounting or auditing qualification from an internationally recognised institution would be advantageous.

Skills, Experience and Attributes:

- Experience in developing internal policies and procedures and process evaluation and documentation.
- Significant experience and knowledge of the development and review of internal control systems.
- Experience of meeting externally imposed compliance frameworks, particularly from funding organisations and of developing programmes to fulfil these external requirements.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Strong analytical skills. Detail oriented and ability to interpret and effectively communicate figures and other financial information.
- Experience of implementation of change in procedures, controls and working practices.
- Capable of working independently, under pressure, in a challenging, fast moving work environment, often in demanding field conditions.
- Staff management experience, including objective setting, appraisal and development.
- Fluent in French and English.
- Strong written and verbal communication skills, able to communicate requirement for change in an open manner.
- Ability to train small and large audiences of diverse backgrounds and level of understanding.
- High sense of ethic, integrity, and ability to maintain strict confidentiality.