

ActionAid Bangladesh is looking for suitable candidates for the following position:

Officer – Internal Audit

Unit	:	Internal Audit
Location of posting	:	Dhaka
Types of contract	:	Fixed Term, For Five Years, Up to 2028 (if not extended).
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 76,431 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

The person who holds this position will be responsible for developing compliance guidelines with the Senior Management team. S/he will have the responsibility to regularly report on compliance and noncompliance issues. S/he will support the overall assurance approach, plan, and mandate, through efficient and effective coordination efforts. S/he will support ActionAid Bangladesh and partner organisations to

ensure their relevant policies are updated and compliant.

Key responsibilities include (not limited to):

Policy Compliance:

- Serve as a focal point for AAB/AAIBS employees on compliance issues.
- Update staff on changes in any regulations and processes.
- Assess and determine compliance risk with Internal Audit Manager.
- Review company policies and documents, such as procurement records, to identify violations of standards or regulations.
- Conduct periodic internal reviews/ Conduct regular audits to identify potential weaknesses and noncompliance situations.
- Be responsible for maintaining documentation on compliance activities and response. Take action in dealing with noncompliance situations, creating realistic plans to overcome them..

Policy Assurance

- Support all efforts aimed at compliance to assurance. Inform relevant persons at AAB/AAIBS on gaps.
- Identify bottlenecks to assurance compliance at the organisation level, partner and community level with relevant staff and team(s).
- Coordinate efforts aimed at assessing levels of assurance across the organization, using appropriate tools.
- Roll out the relevant tools and processes at the organisation and partner level.

- Develop and regularly populate an Assurance Dashboard with the Internal Audit Manager. Prepare quarterly assurance reports.
- Support in developing assurance plans that clearly respond to identified gaps with relevant staff/team;
- Communicate with employees and make sure everyone is aware of what they need to do to comply with internal and external laws and regulations.
- Conduct risk assessments with Internal audit Manager or any other assigned staff member..

Relationships

S/he will report to Manager – Internal Audit of ActionAid Bangladesh. S/he is expected to maintain functional relationship with his/her peers in team, priority, project management team. S/he must be able to communicate with other teams and units, both programme and function of AAB. S/he is expected to maintain relationship with relevant Government, Non-government agencies, funding affiliates and others.

Required Educational Qualification and Experience

- M.Com/MBA in Accounting/Finance
- Chartered Accountancy course completed from reputed firm will be added advantage
- Training on fraud management
- 3 years practical experience on related field specially in Internal Audit

Technical Skills

- Strong interpersonal skills.
- Effective oral and written communications skills.
- Proficiency in MS Office (Word, Excel, Power Point etc.)
- Good coaching and group leadership skills.
- The ability to influence at all levels

Other Requirements:

- Willing to visit field frequently.
- Orientation re gender sensitivity.
- Dedicated and hard working.
- Strong team working abilities

Required Competencies

- **Leadership** : Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
- **Emotional Intelligence**: Understanding and recognition of own emotions and their impact on others and respond accordingly. Can manage stress well.
- **Communication & Collaboration**: Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.
- **Problem Solving Skill** : Ability to identify root-cause, analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
- **Networking** : Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.

- **Learning Agility:** Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address those feedback positively.
- **Decision Quality :** Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **03 February 2024.**
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.