



POSITION DESCRIPTION

Name:	Position Title : INTERNAL AUDITOR
Department: Internal Audit	Reports To:
Direct Reports: Audit Manager	Location: National Headquarters
Purpose Statement	
To assist in continuously improving the Internal control systems of the organization by conducting regular and thorough evaluations of the same using a systematic and disciplined approach, and by suggesting practical and feasible recommendations	
Key Result Area:	Duties and Responsibilities:
Work Plan	<ul style="list-style-type: none"> Assist in the preparation of annual workplan by gathering needed information and materials as required by the co IAs
Audit Report	<ul style="list-style-type: none"> Assist in the sorting of documents gathered from different NHQ Offices to facilitate collation of information prior to conduct of audit fieldwork Checks and validates financial reports of the Organization- Official Receipts, Disbursements, Blood Request Forms – for accuracy and compliance to policies and procedures Assist in the inspection of assets to assess whether these are complete, properly safeguarded, and internal controls are adequate to deter possible damage or loss Conduct cash count – revolving fund and collections on hand and unspent cash advances Submit to the Team Leader the working papers of the assigned tasks during audit Assist in the preparation of the draft audit report by gathering the necessary supporting documents to be used as annexes Serve as resource person during the pre-conference and exit conference with the auditee by providing details of transactions checked or examined that is the subject of clarifications
Monitoring of Recommendations	<ul style="list-style-type: none"> Assist in the follow up of management actions to determine status of implementation of audit recommendations

	<ul style="list-style-type: none"> Report results to follow up activities to the Senior IAs through oral and written reporting
Knowledge Management	<ul style="list-style-type: none"> Attend internal/external seminars/workshops to update oneself of current standards and practices and, thereafter, re-echo to co IAs for a knowledge and a common language on emerging and critical audit issues
Ad-hoc Activities	<ul style="list-style-type: none"> Perform task that may be delegated by the IAM or Senior IAs from time-to-time in completing related work on priority areas
Qualifications/Minimum Education: Bachelor's Degree in Accountancy and Certified Public Accountant	
Personal Qualities: <ul style="list-style-type: none"> Ability to make decisions in-line with organizational goals and values Ability to manage multiple tasks Collaborates with team members to achieve shared outcomes Flexibility and a willingness to contribute outside standard office hours Ability to demonstrate confidentiality on behalf of employees 	Work Experience & Skills: <ul style="list-style-type: none"> Knowledgeable of internal controls as these relate to NGOs is an advantage Knowledge of the standards for the Professional Practice of Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors Knowledge in MS Office applications Oral and written communication skills
Equipment Used: Computer/laptop, scanner, printer, copier, telephone and fax machine and video/digital camera.	Working Environment: Office and Field Based.
Key Contacts:	
Core Values: Focused, Fast, Friendly, Flexible, and Forward Looking	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Candidate/Position Holder

Immediate Supervisors Name

Print Name, Signature & Date

Print Name, Signature & Date