

MAJOR RESPONSIBILITIES

KEY RESULT AREA		DUTIES AND RESPONSIBILITIES
1. Work Plan	1.1	Assist in the preparation of annual workplan by gathering needed information and materials as required by the co IAs
2. Audit Report	2.1	Assist in the sorting of documents gathered from different NHQ Offices to facilitate collation of information prior to conduct of audit fieldwork
	2.2	Checks and validates financial records of the Organization- Official Receipts, Disbursements, Blood Request Forms – for accuracy and compliance to policies and procedures
	2.3	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
	2.4	Conduct cash count – revolving fund and collections on hand and unspent cash advances
	2.5	Submits to the Team Leader the working papers of the assigned tasks during audit
	2.6	Assist in the preparation of the draft audit report by gathering the necessary supporting documents to be used as annexes
	2.7	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
3. Monitoring of Recommendations	3.1	Assist in the follow up of management actions to determine status of implementation of audit recommendations.
	3.2	Reports results of follow up activities to the Senior IAs through oral and written reporting
4. Knowledge Management	4.1	Attends 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.
5. Ad-hoc Activities	5.1	Perform task that may be delegated by the IAM or Senior IAs from time-to-time in completing related work on priority areas

POSITION SPECIFICATION

Minimum Education : Bachelor of Science in Accountancy

Experience Required : Experience in internal or external audit involving assessments of internal control systems covering financial, operational and compliance areas as these relate to NHOs is an advantage

COMPETENCIES:**A. Core Competencies**

1. FAST	1.1	Timely and effective exchange of information ● Immediately gives feedback to co Internal Auditors' inquiries, likewise with that of other Offices / Chapters
	1.2	Analysis and decision making ● Actively participate and shares inputs in decision making, aided by consultations with co-IAO staff and to come up with an evidence-based decision
	1.3	Confidence to commit to a course of action; empowerment transparency and accountability ● Demonstrates professionalism in performing tasks and in carrying out the mandate of the IAO
	1.4	Speed of response ● Demonstrates eagerness and acts immediately when instructed. ● Take actions immediately on queries / concerns
	1.5	Simplicity in process ● Devise ways to accomplish tasks quickly and efficiently
	1.6	Capacity Building for staff and volunteers ● Willing to provide the needed information on / explain the policies and procedures to auditees
2. FLEXIBILITY	2.1	Pro-activeness in adapting long term strategies and Plans to changing situations ● Willing to learn new techniques and / or procedures in carrying out the audit
	2.2	Responsiveness to need for change ● Able to respond to change positively
	2.3	Responsiveness to unique circumstances (cannot be anticipated) ● Suggests alternative ways of resolving issues that are extraordinary in nature after all possible means are exhausted.
3. FOCUSED	3.1	Commitment to achieve goals (energies are focused towards achievement of strategic goals of Red Cross) ● Shows commitment and effort in the achievement of the Organization's goals

	3.2	Focused on the principles, humanitarian values, mandate, goals, strategies and management values ● Demonstrates the values and principles inside and outside the workplace
	3.3	Monitoring ● Keeps track of performance and determines which aspects to work and improve on
	3.4	Problem definition and prioritizing needs ● Prepares risk matrix as basis of prioritizing the task to be done
4. FORWARD LOOKING	4.1	Understanding the broader context and anticipating future needs ● Assess controls already implemented and gives suggestions for improvements
	4.2	Realizing PRC's long-term potential ● Envisions the Organization's success and assess the significance of the role played within the Organization.
	4.3	Continuous improvement ● Always open to new ideas and do research that would benefit the Organization
	4.4	Pro-activeness / adapting strategies and plans to changing situations ● Attends trainings and seminars to further broaden knowledge and to understand new policies, laws and regulations applicable to PRC.
5. FRIENDLY	5.1	Clients / beneficiaries service ● Deals with clients in a respectful manner and with a positive attitude, providing help, whenever necessary.
	5.2	Partnership building ● Maintains good rapport with co-workers

B. Technical Competencies

- Certified Public Accountant (CPA)
- Knowledge 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

C. Universal Competencies

- Knowledge in MS Office applications
- Oral and written communication skills

D. Critical Competencies

- Analytical skills
- Critical thinking
- Attention to detail
- Integrity

EQUIPMENT USED	: laptop/desktop computer, printer, scanner, photocopier, mobile phone, telephone, facsimile machine, binding machine
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WORKING ENVIRONMENT	: Office work (25%), field work (75%)
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CONTACTS**: Internal**

- Chairman and CEO – reporting
- Audit Committee – reporting
- Manager, Internal Audit – reporting
- Senior IAs - reporting
- Chapters / Offices – auditee

: External

- PRC Donors – inquiry
- IFRC – inquiry
- Philippine Institute of Certified CPAs (PICPA)
 - membership
- Institute of Internal Auditors– Philippines (IIA-P)
 - membership