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## **CAREER OPPORTUNITY**

### **Compliance and Internal Auditor**

**Department:** Compliance and Internal Controls.

**Job Type:** Full Time

**Location:** Garissa County

**Reports to:** Executive Director

Pastoralist Girls Initiative (PGI) is an indigenous, Garissa based Non-Governmental Organization that was registered in 2008. PGI works to enhance the capacity of women and girls from ASAL communities to develop resilience, economic growth and adaptation to climate change. In doing so we work with a wide range of stakeholders interested in the EMPOWERMENT of women and girls from the pastoralist communities to achieve their potential and improve the quality of their lives as individuals and collectively that of the entire community. PGI works largely focuses on girls and women to develop their leadership skills and empower them to take lead in addressing challenges that affect their development including early marriages, female genital mutilation, and education amongst others. It supports women to initiate income-generating activities as well as develop resilient skills to cope with ever changing environmental factors.

### **Job Description**

The Compliance and Internal Auditor will be responsible for ensuring risks to the organization are well managed and that the organization adheres to its internal policies, systems and procedures all applicable statutory obligations and International Financial and other Reporting Standards, including the not-for-profit regulatory framework. Working closely with the Senior Management Team (SMT), the Compliance and Internal Controls Officer will also ensure that the organization complies with all contractual terms and conditions as outlined in its agreements with donors or any other relevant parties. In addition, the Compliance and Internal Audit will guarantee adherence to policies by staff to the terms of agreements signed between the organization and its stakeholders.

### **2.0 Work Relationships**

#### **2.1 Internal Contacts**

In addition to working under the direct supervision of the Executive Director, the Compliance and Internal Auditor will work collaboratively with persons in the following departments which includes; Programs, HR, Finance, Procurement and Logistics towards ensuring operational efficiency.

### **3.2 External Contacts**

The position holder will also have significant contact and interaction with the organization auditors.

### **4.0 Key responsibilities**

Specifically, the Compliance and Internal Auditor will be responsible for but not limited to:

- Review all financial reports generated by Senior Finance Officer to ensure they are accurate, credible and authentic before submission to the Executive Director for approval and onward submission to the donors.
- Evaluate financial documents for accuracy and compliance with donor regulations
- Review all the Payment Vouchers for accuracy and full documentation before payments are done.
- Conduct periodic risk assessment of the organization, specific departments or even within a risk-based audit framework.
- Periodically review suitability of the organization's Internal Controls to ensure adequate safeguard on all organizational assets.
- Ensuring compliance by the Organization with all applicable statutory obligations.
- Ensuring compliance by the Organization with all contractual terms and conditions as outlined in organization's agreements with donors or any other relevant parties.
- Drawing the attention of management to instances or areas of policy non-compliance, and escalating (within the defined escalation framework) where deemed appropriate;
- Conducting regular compliance reviews of the organization and reporting regularly to the Executive Director on the organization's compliance with laid down policies, systems and procedures.
- Conduct impromptu surprise checks on critical risk exposure areas within the HR, finance, Procurement and Logistics function. These include but not limited to M-pesa payments, petty cash, vendors etc.
- Facilitating resolution of any compliance breaches.
- Assisting in mitigation of compliance risks.
- Prepare and present reports that reflect audit's results and document process
- Liaising with the External Auditor and any other officer within the organization on compliance issues.

### **5.0 Key Performance Indicators**

- Monthly Financial Reports thoroughly reviewed and audited for completeness and accuracy by the 5th of the month following the reporting month.
- Quarterly risk assessment reports.
- Report on the status of the adequacy of the organizational internal controls
- Reports on impromptu spot checks on critical areas of risk and exposure within the finance, procurement, logistics function.
- No-adverse findings annual audit and donor-initiated audits as and when they are conducted.
- Comprehensive organizational risk profile and mitigating protocols within 100 days of assumption of office.
- Any other additional indicators as may be agreed with the supervisor from time to time and the warranted by the operating dynamics with PGI.

## Qualification Requirements

- Bachelor's degree in a relevant discipline (Accounting/Finance /Business, etc.)
- Professional certification as an accountant, preferably CA, ACMA, ACCA, CPA or equivalent, professional qualification in finance and/or audit.
- A minimum of three years' experience in a similar role is essential.
- Knowledge and practical experience of NGO functions specifically relating to internal controls and information system audits, and internal audits covering management and statutory compliance audits.
- Strong analytical skills and advanced modelling skills are desirable.
- Computer literacy, proficiency in the use of MS Office, Microsoft Dynamics, as well as accounting and ERP systems.
- Problem solver with keen attention to details and accuracy.
- Autonomous and capacity to work independently.
- Excellent oral and written communication skills.
- Ability to work well under pressure in a fast-paced work environment and prioritize accordingly;
- Strong interpersonal skills: the ability to work productively both independently and in a multicultural.
- Proven knowledge of auditing standards and procedures, laws, rules and regulations
- Flexible work attitude and ability to meet unexpected demands;
- Outstanding standards of honesty and integrity, not only strive to provide the highest level of professional service but also maintain the highest ethical standards and due professional care.
- Commitment to the values and mission of PGI

### To apply;

To apply, candidates should submit a one-page cover letter describing their motivation, qualifications, salary expectations, and a detailed CV with three professional references to [recruitment@pastoralistgirls.org](mailto:recruitment@pastoralistgirls.org). Please include the position title "**Compliance and internal Auditor**" in the subject line of the email.

**Standards of Professional Conduct:** PGI employees must adhere to the values and principles outlined in the organization's Safeguarding Policy. In accordance with these values, PGI operates and enforces policies on Beneficiary safeguarding and Protection from Exploitation and Abuse, Harassment-Free Workplace, Integrity, Anti-Terrorism, and many other matters. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staffs and volunteers to share this commitment

PGI is an **Equal Opportunity Employer** and considers all applicants based on merit.

**Disclaimer:** Please take note that Pastoralist Girls Initiative (PGI) does not ask for any fees in connection with its recruitment processes.

**Application Deadline: Monday 23<sup>rd</sup> October 2023 5:00 PM**