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| **ROLE PROFILE: Senior Audit Specialist** | |  |
| Position Title: | Senior Audit Specialist |
| Position ID: | 416365890 |

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| **Team** | Global Assurance | **Grade** | P4 |
| **Reports To (Title)** | Global Assurance Senior Manager | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Europe, WCA, ESA, MENAEE Time Zones (UTC/GMT + / - 3 hours) |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  Global Assurance supports the Boards of various Save the Children entities [including, but not limited to, Save the Children International (SCI), Save the Children Fund (SCUK) and Save the Children Federation Inc (SCUS)] and the management of these organisations by evaluating the adequacy and effectiveness of the governance, risk management, control and oversight systems in place.  **Role purpose**  Assess the effectiveness of governance, risk management, control, and oversight systems, primarily focusing on delivering internal audit plans for Save the Children International (SCI) and, when needed, for other member organizations. The role involves leading or participating in audit assignments, reviews, and investigations to professional standards and stakeholder expectations, often collaborating with internal teams and external providers. |

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| **Principal Accountabilities** |
| * Manage the planning, execution, and follow-up of audit assignments, delivering high-quality and timely assurance and advisory outputs in line with professional standards. * Collaborate with the Chief Assurance Officer and the Global Assurance Management Team to shape and implement strategies that address the assurance and advisory needs of the organisation. * Provide professional and timely responses to queries from management, offering well-informed advice to support better decision-making and risk management. * Lead and contribute to organisational projects aimed at improving internal control and oversight systems, ensuring the projects are delivered on time and within budget. * Foster a culture of continuous improvement and horizontal learning by actively identifying and sharing good practices across the organisation. * Support the development and refinement of the Global Assurance department’s audit plans and contribute to strategic discussions on its future direction, ensuring alignment with Save the Children’s values and objectives. |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: Yes (On assignment basis)  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 50% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)  All audited units, including but not limited to Country Offices, Global Functional Teams.  **External**   * External Auditors |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Leading Edge  Behavioural Indicator: Inspires people to reach the highest standards of performance and to feel a sense of pride in belonging to the organisation.  Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Holds others accountable for achieving results and challenges underperformance.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution.  Cluster: Thinking  Competency: Innovating and adapting  Level: Accomplished  Behavioural Indicator: Anticipates change and adapts their (and their team’s) plans and priorities accordingly.  Cluster: Engaging  Competency: Working effectively with others  Level: Leading Edge  Behavioural Indicator: Opens up hidden areas of organisational disagreement and drives for collaborative resolution.  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Conveys complex issues with clarity brevity and confidence. |

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| **Experience and Skills** |
| ***Essential***   1. Be a qualified internal auditor (IIA) or accountant 2. Have relevant experience in operational areas of risk to which Save the Children – primarily SCI – is exposed 3. A demonstrable ability to focus on key issues, enabling auditees to focus on crucial matters of control and oversight 4. Be highly accurate, detail-orientated, and able to complete multiple projects, with conflicting priorities, on a timely basis 5. Have strong experience in producing high quality effective written communication e.g. reports, in English; and have exceptional communication skills and is able to articulate effectively at all levels 6. Have exceptional communication skills and is able to articulate effectively at all levels (in English and/or French) 7. Have strong interpersonal communication and coaching skills including a demonstrable ability to deliver difficult messages with tact and confidence. 8. Be willing to undertake significant amount of travel overseas and work with minimum supervision under difficult conditions in some of the most underdeveloped, insecure and remote parts of the world 9. Have a strong cultural awareness and be able to work well with people from diverse backgrounds and cultures; and be able to demonstrate standards of ethics and integrity 10. Be committed to Save the Children’s values.     ***Desirable***   * Have experience of evaluating systems and processes, identifying weaknesses and areas of improvements * Have extensive experience in relevant operational areas (e.g. in programme/project management in an INGO context) and be willing to learn the appropriate audit skills * Have some financial analysis aptitude. |

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| **Education and Qualifications** |
| **Essential**   * Qualification in internal auditing (CIA) or accountancy. Or extensive experience in relevant operational areas, such as programme or project management in an INGO context, with a willingness to acquire auditing skills. |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 4th September 2024 | Adesola Osuji | GAMT | Veesh Sharma |