

## Internal Auditor

### Background and Role:

WSP's UKaid Skills for Employment Programme (सीप) seeks an Internal Auditor (IA) for an ongoing programme in Nepal that works with both the public and private sector to improve the provision of skills development programmes in Nepal. The programme is enhancing the ability of the Nepalese workforce to find better jobs domestically and internationally with a focus on the following key sectors: ICT, Hospitality/Tourism, Agriculture, Light Industry and Construction.

The IA is primarily responsible for planning and conducting due diligence assessments, operational, financial and compliance audits of co-investments with the private sector and other related partners, evaluate the effectiveness of internal controls, processing quarterly expenditure claims and preparing financial/audit reports. S/he will also be responsible for ensuring compliance by partners with selected policies, procedures, and regulations; and make written recommendations to the leadership team to increase efficiency and/or effectiveness of the control systems of functions reviewed.

### Role and Responsibilities:

#### Reporting to the Challenge Fund Manager, IA's key role and responsibilities include:

- Undertake due-diligence assessments of potential investment partners
- Perform full audit cycle including risk management and control management over the Challenge Fund grantees' effectiveness, check financial reliability and compliance of grantee returns to all applicable directives and regulations
- Work with the Challenge Fund Manager to develop the scope of the internal audit and develop quarterly and annual internal audit plans and reports
- Process claims from approved investment partners and maintain the Challenge Fund Management Information System
- Assess the progress made by the investment partners to comply with the approval conditions/ remarks given and where necessary suggest the technical interventions needed from the side of grantees as well as SEP
- Obtain from investment partners accounting documentation for analysis and evaluation; this may involve random audit checks at grantee premises/branches
- Prepare and present reports on each investment partner that reflect audit's results and ensure all processes are documented; creating an effective audit trail; as well as validating claims
- Identify loopholes in the audit process and recommend risk aversion measures; as well as cost savings to maintain value for money
- Conduct follow up audits to monitor recommended interventions with grantees and Conduct QA checks and surprise audits
- Work closely with technical teams and project leadership incharge of activity implementation.

### Minimum Qualifications:

- The successful candidate would be a CA, ACCA or other recognised auditing qualification
- Auditing experience (3+ years) with working for auditing firms or development organisations/ consulting firms working with private sector, and/or international donors
- Nepali Citizen, fluent in English; Have the ability to compile detailed reports in English
- Proven knowledge of auditing standards and procedures, laws, rules and regulations in Nepal, an understanding of donor requirements would be an added advantage
- Operating knowledge of MS Office, accounting softwares and databases
- Sound independent judgement
- Be able to travel to difficult, remote regions of Nepal at a short notice

### Applying Procedure

Interested and qualified candidates possessing the above-mentioned qualification and related experience are encouraged to apply with cover letter and latest CV (3 pages max) to [recruitment@seepnepal.com](mailto:recruitment@seepnepal.com) by **August 12, 2021**. Only shortlisted candidates will be contacted for follow-up.