



## Senior Manager, Internal Audit Job Description

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<b>Job Title:</b>	Senior Manager – Internal Audit
<b>Level and Grade:</b>	Senior Manager, 80
<b>Job Type:</b>	Full-time
<b>Reporting Manager:</b>	Director, Internal Audit
<b>Department:</b>	Finance & Administration
<b>Office:</b>	HQ
<b>Date:</b>	May 13, 2022

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### About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

### Job Brief:

#### Position Summary:

Internal Audit & Investigation Department "IA&I" provides independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the organization's operations by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's management of risks and internal controls.

The Senior Manager – Internal Audit (SMIA) will be required to lead internal audit engagements of Corus country offices and HQ units in accordance with International Standards for Professional Practice of Internal Auditing, Generally Accepted Government Auditing Standards and Corus policies and procedures.

We are looking for candidates who would be comfortable working independently and forming judgements in the complex operating environment presented by Corus's work, and who are eager to develop skills and experience in Internal Auditing with challenging environments within international development.

This is an opportunity to take on a challenging and exciting role, working with a team of experts.

### **Key Result Areas:**

Working collaboratively with Corus staff to share knowledge, perform root cause analysis, s/he will be responsible for planning and leading operational, financial and compliance audits to evaluate the effectiveness of internal controls and organizational risk. The SMIA will be required to make recommendations to senior management that will aim to increase efficiency and/or effectiveness of the control systems of functions reviewed.

S/he will ensure recommendations made are achievable and mitigate the risks identified and liaise with remediation owners to ensure recommendations are implemented. In addition, the SMIA will be required to support the development of junior staff through mentoring and coaching during the audit engagement.

The success of this role is measured by the following KRAs:

### **Roles and Responsibilities:**

1. Plan and coordinate internal audit engagements in conjunction with the Director, Internal Audit pertaining to country offices, HQ units and other regulatory audit requirements to fulfill the purposes and responsibilities approved by Corus's Leadership Team, Board of Directors and Audit & Risk Committee (ARC).
2. Provide independent assurance to leadership and the ARC on the effective design and implementation of internal controls, risk mitigation strategies and overall compliance with Corus International's policies and procedures.
3. Establish and maintain key relationships throughout the organization as a means of obtaining information needed to perform functional duties, provide business advisory service and to provide strategic recommendations.
4. Professionally communicating both verbally and in writing and preparing formal presentations with executive summaries and recommendations based on audit results to Corus Leadership, Board of Directors and ARC.
5. Oversee the execution of other tasks or special projects when required by Leadership or the ARC such as independent review of system implementations, due diligence reviews, and internal investigations.
6. Ensure compliance with all policies and procedures designed to guide the internal audit department and to ensure extremely high levels of integrity and ethics are maintained at all times.
7. Gives an opinion on the adequacy of internal controls, management's risk response, compliance with applicable laws and regulations, and adherence to Corus policies and procedures in timely reports that are concise and based upon disciplined audit programs as documented in professionally prepared workpapers.
8. Prepares and indexes workpapers, ensuring that files are organized, legible, and logically developed to support the internal audit report's conclusions.
9. Leads entrance and exit meetings. In the normal course of an audit, the SMIA communicates the purpose of the audit, defines information required from auditees, explains findings and recommendations, and design practical and sustainable follow-up requirements.
10. Conducts performance assessments of audit team members after an engagement, and coaches junior team members in their development of skills and capabilities.
11. Perform site visits as required at HQ, Country office, subrecipients' offices, and supply chain sites to assess capacity to implement effective internal controls as required.

### **Desirable Skills & Experience:**

- Superior analytical, critical-thinking, and problem-solving skills.
- Proven ability to coach and develop team members.
- Knowledge of USAID rules and regulations such as 2 CFR 200, AIDAR, FAR, Standard Provisions etc.
- Knowledge of FCDO rules and regulations such as supplier's compliance requirements.
- Minimum of seven years' experience in progressively responsible roles within an internal audit function.
- Work experience in international development, management consulting, public accounting, or Office of the Inspector General would be advantageous.

### **Education and Qualifications:**

- Bachelor's degree in an analytic discipline preferred, such as accounting, finance, business, economics.
- Professional Certifications desirable: CIA, CPA or equivalent Professional Financial qualification.

### Other Duties:

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- Provide technical and administrative support to the Integrity and Ethics team when required in the management of, and investigation into ethics incidents.
- Act as subject matter expert as a designated regional point of contact to offer support on all things Internal Audit.
- Conduct Advisory reports as required at the request of Leadership or ARC.
- Any other duties as required to support the Director, Internal Audit or the Senior Director Internal Audit & Investigations.

### Working Conditions, Travel and Environment

- Ability to travel up to 50 percent of his/her time, possibly to remote regions which may include adverse conditions and/or disaster zones. Ability to withstand extremes of temperature and altitude.
- Travel as needed to provide training and development activities to country offices.

### Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

*Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.*