

Position:	Internal Audit Associate
Function:	Office of the Internal Auditor (OIA)
Reports to:	Head of Internal Audit
Level:	IS-2

Position Objective *(Summary of placement in the function and broad responsibilities)*

The Internal Audit Associate reports to the Head of the Office of Internal Auditor (OIA) and is primarily responsible for contributing to internal audit assignments and assisting the Head of Internal Audit and Internal Audit Specialists to determine whether the design and implementation of the Fund's risk management, controls, and governance processes provide reasonable assurance that resources are used effectively and economically; the Board and senior management are provided with accurate and reliable financial and operational information; the Fund's assets and reputation are safeguarded; Fund decisions, policies and guidelines are complied with; and the Fund's programmes, plans and business objectives are being or are likely to be achieved.

In particular, s/he is responsible for supporting the Internal Auditor in the performance of his/her duties, and ensuring that the OIA complies with relevant technical standards (including the International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA)) and meets the strategic needs of the Fund.

Duties and Responsibilities *(Functional statements defining the responsibilities and objectives)*

Purpose	Analyse	<ul style="list-style-type: none"> Support in the conduct of risk-based audit and advisory engagements in compliance with Global Internal Audit Standards of the IIA in support of the strategic needs of GCF. Support OIA in the monitoring of the implementation of agreed management plans of action in response to internal audit recommendations.
Engagement	Collaborate	<ul style="list-style-type: none"> Provide substantive input in the internal audit and advisory engagement and interact with GCF middle management and staff about the conduct of OIA engagements and the implications of their results. Communicate with auditees to effectively collect information and documentation, seeking clarification where needed and develop findings for the review of OIA Internal Audit Specialist or Head of OIA.
Delivery	Manage the audit cycle	<ul style="list-style-type: none"> Contribute to prepare risk-based audit plans and programmes for the review of the team leader or Head of OIA. Document, evaluate and test systems and controls to determine their adequacy and effectiveness to ensure: (i) compliance with policies and procedures; (ii) accomplishment of management's objectives; (iii) reliability and integrity of information; (iv) economic use of resources; and (v) safeguarding of assets. Prepare structured, comprehensive and conclusive working papers supporting audit issues for the review of the lead auditor or Head of OIA. Conduct data collection and analysis using data-analysis tools and create data visualizations for internal or external use to support report writing and presentations. Prepare analysis of client's responses to recommendations action plans for the

	<p>review of the Internal Audit Specialist or the Head of OIA.</p> <ul style="list-style-type: none"> • Performs other assignments or tasks as determined by the Head of OIA.
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Requirements (<i>Education, experience, technical competencies required of the job</i>)
<p>Education</p> <ul style="list-style-type: none"> • Master degree in Business Administration, Public Administration, Finance, or related field (Bachelor degree in same fields plus additional relevant experience might be considered). Relevant professional certification in internal audit is essential (CIA issued by the IIA). Other certifications are considered (CA, CPA), and specific certification such as CISA, CRMA or CFE is an advantage. <p>Experience</p> <ul style="list-style-type: none"> • 4 years post-qualification of relevant professional experience in audit or directly related field is required. Experience in multilateral organization, is desirable. • Experience in auditing ICT and systems is a plus. • Experience in using data analytics tools, such as IDEA, ACL, Tableau, Power BI and/or Excel, for analysis of entire populations of data is required. <p>Competencies:</p> <ul style="list-style-type: none"> • Demonstrated in-depth knowledge of audit technics and ability to take ownership in the conduct of organize internal audit engagements, identifying priorities and allocating appropriate amount of time and resources to complete the assignment and honour commitments. • Ability to work collaboratively with different stakeholders by soliciting input and genuinely valuing others' ideas and expertise and effectively collect and gather information necessary for the conduct of audit assignments or the monitoring of recommendations implementation. • Strong communication skills with demonstrated ability to listen to auditees and other stakeholders when conducting the audits, showing visible engagement by asking questions to clarify audit points. Ability to tailor language, tone, style and format to match audience. • Demonstrated willingness to keep abreast of and learn new available technologies and looking at potential applicability to the support the audit engagements and audit results communication. <p>Languages</p> <ul style="list-style-type: none"> • Excellent command of written and oral English is essential; familiarity with another UN language is an advantage.