

JOB DESCRIPTION

Job Title:	Internal Auditor
Location:	London or Nairobi (with a right to work)
Reporting to:	Chief Executive Officer (CEO) functional line to the Director of Finance and Operations
Grade and salary	Grade F (in line with national salary scale) UK - £43,800 per annum Kenya - Ksh 5,010,684 per annum
Type of position:	National (as above)
Contract terms and hours	Open ended (depending on funding). Full time, 37.5 hours per week

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in nine countries across Africa, Asia and the Middle East. Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Saferworld's staff are at the heart of our work and their skills and expertise ensure we continue to function a leading conflict prevention and peacebuilding organisation. As we evolve and grow, we want to ensure our programmes, research and capacity interventions retain their quality, stay rooted in the voices of people living in conflict, and ensure our staff are motivated and challenged in their work.

The success of our organisation's mission depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we work. Saferworld is committed to the principles of equality of opportunity for all and seeks to promote a positive approach to equality and diversity and within the scope of the relevant legislation, to having a workforce and working environment that is free of discrimination, prejudice, stereotyping, harassment, victimisation and undignified behaviour. We oppose all forms of unlawful or unfair discrimination.

The Internal Auditor role will undertake internal audit assignments, develop country-specific internal audit processes or thematic internal audits and work with our London and global teams to support external audit processes in countries of operation, oversee the global audit register, and with teams across the organisation advance effective financial management performance across the organisation

Job purpose:

Reporting to the CEO and working closely with the Director of Finance and Operations, the post holder will undertake internal audit assignments and compliance reviews aimed at improving Saferworld's internal systems and processes. The post-holder will also support the development of financial controls and build the capacity of finance and operational teams to implement them effectively.

The role requires a high level of initiative; proven skills and experience in project management; experience working collaboratively with others to achieve our vision; and strong communication and problem-solving skills.

The post-holder will have a successful track record in designing and leading internal audit processes and strengthening control systems, preferable at a complex organisation with multiple country offices/business units. Additional experience working with offices/partners in/on conflict affected contexts is highly desirable.

Roles and responsibilities:

Plan and carry out internal audits

- Draw up a yearly Internal Audit Plan based on key risks and an assessment of audit needs and agree it with the CEO in consultation with the Director of Finance and Operations and Director of Policy and Programmes.
- Carry out internal audit assignments across departments, projects, and programmes to assess compliance with financial policies, donor agreements, and statutory regulations, including negotiating terms of reference with relevant system/area owners, preparing reports, presenting the findings to the Senior Leadership, and following up on recommendations.
- Review financial transactions and accounting records, including data from SUN, to ensure accuracy and integrity.
- Support necessary pre-audit preparation work related to external audits (both statutory and project audit) and assist the teams in ensuring smooth audit.
- Maintain the organisation’s register of grant and project audits, ensuring that audit findings recommendations are clearly documented and shared.
- Monitor the implementation of these recommendations and follow up on corrective actions to ensure timely and effective solution.
- Carry out special investigations, as required by the Saferworld CEO or Senior Operational Team (SOT).

Strengthening organisational systems and risk controls

- Produce an annual review of the overall effectiveness of Saferworld’s systems of internal control and make recommendations and arrangements for identification and management of risks and produce an annual plan to address these areas.
- Report quarterly to the Senior Operational Team (SOT) on the annual review and plan.
- Attend the governance/Board of Trustees Finance and Audit Committee four times a year and produce a report for the meetings, including feeding back on learnings from internal audits carried out.
- The post-holder must maintain independence and objectivity in carrying out audits and investigations. They have direct access to the Board/Audit Committee when necessary.
- Produce quarterly report for the Board meetings.
- Promote a culture of accountability, transparency and continuous improvement across the organisation

Key working relationships

- Director of Finance and Operations
- Director of Programmes & Policy
- Head of People
- Regional Directors
- Head of Governance and Operations
- Finance Business Partners
- Country Directors/Managers
- Country Finance Managers

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • Methods of investigation within assigned internal audits, reviews, findings and recommendations to CEO & Director of Finance and Operations • Key that the Internal Auditor is seen to be able to provide independent advice, guidance, analysis
Financial resources	<ul style="list-style-type: none"> • Financial responsibilities primarily about auditing financial management practices and processes
Other resources	<ul style="list-style-type: none"> • Audit investigations data and reports, internal audit plan, guidance and tools for supporting effective risk assessment and risk management – works globally • Contribute to the implementation and effective use of financial systems (works globally)

People management	<ul style="list-style-type: none"> • Capacity building country finance managers in relation to financial systems and processes. • Capacity building staff and partners in relation to risk assessment and management
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Key internal role in ensuring compliance with financial policies and procedures (internal) and financial regulations (external), and in identification on risks/noncompliance issues for addressing

Person specification

Knowledge

- Excellent understanding of internal audit principles and methods and risk identification and management
- Auditing or accounting professional qualification (e.g. ACCA, CPA, CA, CIMA or Certified Internal Auditor with active membership status) and sound knowledge of accounting procedures, principles and systems
- Good understanding of and experience using SUN system will be an advantage

Experience

- Extensive experience in the internal audit function in a large/medium-sized NGO or similar complex organisation
- Experience of undertaking a variety of audit related, research/ evaluation and project management work
- Familiarity with donor-funded project audits (e.g., FCDO, EU) and related compliance requirements
- Experience in working with programme teams (particularly in different country settings), sharing learning from audits, and supporting implementation of recommendations
- Experience in training or mentoring staff on compliance, internal controls, and financial procedures.

Skills

- Strong analytical and quantitative skills
- Skills to build effective, trusting relationships at all levels of the organisation, and ability to influence senior managers and other stakeholders regarding the importance of effective controls
- Excellent project management skills with experience in planning, organising and delivering audit assignments Excellent facilitation, negotiation, verbal and written communication skills with the ability to write reports and present complex/sensitive information in an understandable way to a range of audiences
- Solution-oriented, pro-active, flexible, a team-player, and responsive
- Strong interpersonal and team-working skills
- Good IT skills, including in MS word and excel

Other

- A willingness to promote the work of Saferworld and work collaboratively with others
- Ability to work in a non-partisan manner, sensitive to differences of ethnicity, religion and gender
- A commitment to learn and be open to new ideas and approaches
- Demonstrated commitment to principles of transparency, accountability, and honesty
- Commitment to and compliance with Saferworld's safeguarding principles
- Knowledge of applicable laws, donor regulations and statutory reporting requirements in countries where Saferworld operates

Other requirements

Travel will be required for purposes of capacity building, internal audits and investigations, within country offices

Application process

To apply: Apply through our vacancy portal on our Saferworld [Jobs website](#)

Upload your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role.

Closing date for applications: 23rd July 2025