



Job Opportunity

CARE is an international development organization fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities. CARE founded in 1945, today CARE works in **95 countries** around the globe. In 2015 CARE supported **890 poverty-fighting** development and humanitarian aid projects to reach more than **65 million people**. We work with partners to achieve lasting results for marginalised communities.

CARE is seeking a qualified national candidate to fill the position of **Compliance and Audit Manager** based in **Phnom Penh** with frequently travel to provincial offices.

I. RESPONSIBILITY:

Your major responsibilities will be varied and will include:

- Prepare annual risk based audit plan detail scope, nature and timing of audit activities
- Conduct internal audits field offices (including attending activities conducted by program), partners and country office (inclusive of procurement, finance, HR, program etc) to assess the adequacy, effectiveness and efficiency of the CARE/Donor regulations - internal controls and procedures.
- Provide recommendation for improvement, develop corrective action plan.
- Discuss audit findings and recommendations with internal management- auditee
- Review CARE Cambodia local policies and procedures, provide recommendation to enhance internal controls.
- Identify key areas of risk within the organization and propose appropriate controls to mitigate the risks.
- Design internal audit procedures and tools (detailed audit check list, check list for program, field office operation)
- Draft the internal audit charter in line with international standards
- Carry out auditing of sub-grants/contracts and ensure compliance in subcontracts and provide recommendation.
- Serve as point of contact for all external auditors and CARE Member Partner audits
- Participate in feedback and lead implementation of external audit recommendations

CARE, Donor policy and local Government Legislation

- Familiar with all donor policy and procedure including CI code; CARE Australia Country Office Finance Manual and all other internal policies.
- Familiar with donor policy - EU, USAID, DFAT etc
- Familiar with all aspect of Local government legislation

II. SELECTION CRITERIA:

- Minimum Bachelor Degree in Business Administration or equivalent degree required (ACCA).
- At least 5 years in an Internal Audit or similar position, experience with an INGO preferred
- Proven Experience with strategy development.
- International recognised accounting or auditing certification preferred
- Knowledge of audit techniques (work programs, tests, sampling, documentation, reports)
- Familiarity with a variety of international donor regulations and reporting requirements e.g. EC, USAID, DFAT
- Experience with training and capacity support
- Experience in auditing INGOs/or multilateral donor, foundation donor fund projects
- Experience in risk management and internal controls related to INGOs
- Strong negotiation and problem solving skills
- Ability to work with a minimum supervision with high level of motivation and initiative

- Excellent attention to detail and analytical skills
- Ability to manage multiple priorities and to work to tight deadlines
- Fluent in written and spoken English and Khmer
- Commitment to CARE values (Respect, Integrity, Commitment and Excellence) and team work.

III- APPLICATION INFORMATION:

Interested candidates are requested to submit a CARE application form along with CV and cover letter to khm.jobs@careint.org, or at the CARE Country Office at 4th Floor, #216B, Preah Norodom Blvd, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh. A detailed job description and application form is available on www.care-cambodia.org or www.bongthom.com. Applicants will be reviewed on a rolling basis with a deadline of **14 February 2017**. Only shortlisted applicants will be contacted. Submitted documents will not be returned. In return for your commitment you will benefit from ongoing professional development and a comprehensive benefits package.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are encouraged to apply for all CARE Cambodia positions and will be strongly considered regardless of the requirements of the position.

CARE Cambodia is committed to protecting the rights of children. CARE Cambodia reserves the right to conduct screening procedures to ensure a child safe environment.