VACANCY - INTERNAL AUDITOR

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1. Job Purpose

To provide independent, objective assurance and advisory services to strengthen the Authority's governance, risk management, fiduciary, and internal control systems, ensuring full compliance with national regulations and GCF accreditation requirements.

The Internal Auditor safeguards institutional integrity by evaluating financial management systems, grant award mechanisms, risk management frameworks, and internal controls to ensure transparency, accountability, and sustainability of climate finance operations.

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2. Key Roles & Responsibilities

A. Fiduciary Standards & Financial Management Oversight

- Evaluate the Authority's financial management systems against GCF fiduciary requirements.
- Review and strengthen budgeting, accounting, disbursement, procurement, and reporting systems.
- Conduct financial audits of climate finance and Environmental Fund grant mechanisms.
- Assess adequacy, effectiveness, and sustainability of financial and non-financial controls.
- Develop operational financial guidelines and user manuals on financial risk management tools.
- Recommend strengthened internal control systems for grant disbursement and fund flow management.

B. Specialized Fiduciary Standards (Grant Award & Funding Allocation Mechanisms)

- Identify and assess risks associated with grant-making mechanisms.
- Conduct risk assessments around funding allocation processes.
- Review eligibility, appraisal, approval, and monitoring controls of funded projects.
- Ensure transparency and fairness in grant evaluation and award processes.

- Develop partnership protocols to manage fiduciary risk in implementing entities.

C. Risk Management & Fraud Prevention

- Evaluate institutional financial risk management strategies.
- Conduct fraud risk assessments and recommend mitigation measures.
- Develop and strengthen policies addressing corruption, fraud, and malpractice (internal and external).
- Review conflict-of-interest declaration systems and mainstream them across procurement processes.
- Monitor governance and oversight policies and procedures.

D. AML / CFT Compliance

- Ensure compliance with Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) policies.
- Conduct periodic AML/CFT risk assessments and compliance reviews.
- Verify due diligence procedures for vendors, grantees, and implementing partners.
- Monitor reporting obligations and record-keeping systems.

E. Environmental, Social & Gender Safeguard Oversight

- Provide assurance that internal controls support Environmental and Social Management Systems (ESMS).
- Audit compliance of projects with institutional Gender Policy and safeguard policies where linked to fiduciary oversight.
- Ensure grievance redress and accountability mechanisms are functioning effectively.

F. Audit Planning & Reporting

- Develop and implement a risk-based annual internal audit plan aligned with GCF standards.
- Conduct regular internal audits assessing compliance with financial policies and fiduciary standards.
- Prepare detailed audit reports with risk-ranked findings and actionable recommendations.
- Monitor implementation of corrective action plans.
- Provide quarterly reports to the Audit & Risk Committee.

G. Governance & Institutional Strengthening

- Support mainstreaming of Audit Committee Terms of Reference in compliance with GCF accreditation requirements.
- Collaborate with external auditors to ensure alignment with GCF standards.
- Provide advisory support on internal policy reviews and financial procedures.
- Conduct institutional gap analyses comparing current systems to GCF requirements.
- Develop training programmes to strengthen staff capacity on fiduciary risk controls.

3. Qualifications & Experience

- Bachelor's Degree in Accounting, Finance, Auditing, or related discipline.
- Professional certification (CIA, CA, ACCA, CISA or equivalent) – mandatory.
- Minimum 5–7 years of relevant audit experience.
- Proven experience in:
    - Risk-based auditing
    - Public sector or statutory body governance
    - Donor-funded or climate finance project auditing
- Knowledge of GCF fiduciary standards and accreditation processes is a strong advantage.

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4. Core Competencies

- Strong understanding of internal control frameworks
- Advanced risk assessment capability
- Knowledge of grant management systems
- Financial risk mitigation expertise
- High ethical standards and independence
- Strong analytical and reporting skills

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5. Key Performance Indicators (Aligned to GCF)

- Approved and executed annual risk-based audit plan
- % of audit recommendations implemented within agreed timelines
- Zero material fiduciary breaches in GCF-funded projects
- Improved risk ratings in accreditation/reaccreditation processes
- Compliance with AML/CFT and anti-corruption systems
