Terms of Reference
Sr. Officer Audit & Compliance
WWF PAKISTAN

Direct Supervisor: Head Internal Audit Department
Duty Station: Lahore
Duration and Type of Contract: 12 Months
Grade: C2
Workdays / Hours per week: 5 days / 40 hours

DUTIES AND RESPONSIBILITIES

- Assistance in preparing the audit universe, risk assessment, and annual audit plan as well as manage feedback processes and follow-up of reported audit findings
- Assistance in scheduling and planning audits; assess risk, and develops audit direction
- Ensure that audit work meets performance standards and is done within time and budget constraints
- Discuss deficiencies noted in audited areas with Head Internal Audit on timely basis and provide recommended corrective actions to concerned unit for efficient and effective closure of high risk control lapses
- Appraise the adequacy and reliability of corrective actions taken by WWF-Pakistan and replies given to audit reports to determine the extent to which audit recommendations have been implemented.
- Ensure that audit files and working papers are properly prepared and completed for the conducted audits.
- Assistance in drafting Internal Audit Reports and finalization of the reports when required
- Ensure the audit records and follow-up reports are accurate, reliable, objective, clear, concise, constructive and maintained on timely basis.
- Preparation of material and scheduling of Head of IAD to engage with relevant stakeholders, management, directors & regional heads on a regular basis to discuss audit findings and update with regular follow-ups.
- Stay up-to date with SoPs, guidelines, contractual obligations and relevant regulatory and legal compliance changes and coordinate the updates to Head Internal Audit
- Conduct special reviews, related duties incidental to the work and tasks as may be advised by the Head Internal Audit.
- Facilitating in ensuring the regulatory compliance for signing a new Contract Agreement and review of its technical, financial, and legal aspects
- Maintaining organized system of physical and digital records
- Review and update existing Standards of Internal Audit

SELECTION CRITERIA

- Graduate or Masters (BBA, BS. Accounting & Finance, and/or MBA) with a minimum of 4-5 years of relevant experience. CA Finalist or ACCA. CIA will be the Plus.
- Good understanding of contract management and legislation
- Well-developed technical skills in Ms Word and Excel
SKILLS AND ABILITIES

- Presentable, responsible, and disciplined
- Must possess good interpersonal networking capabilities, problem solving, multitasking and teamwork skills
- Must be fluent in spoken and written English, possess extrovert personality traits and excellent presentation and argument building/persuasive skills
- Unquestioned personal integrity with strong ethics and values consistent with WWF-Pakistan’s culture
- Ability to stand firm on difficult issues when required
- Strong analytical capability and Logical approach to identifying and evaluating issues and problem solving
- Capable of working independently and with minimum supervision
- Well-developed organizational skills with the ability to prioritize multiple assignments
- Displays awareness of the need for confidentiality in sensitive matters
- Demonstrate job commitment and personal flexibility to meet changing expectations
- Willing to travel

WWF-Pakistan provides a challenging work environment with competitive compensation and is an equal opportunity employer.