

# JOB DESCRIPTION

## COMPLIANCE EXPERT

### 1 Department / Project(s)

Finance & Administration Department

### 2 Workplace

Kathmandu with some field visit (40%)

### 3 Reports to / Level

Finance & Administration Director

### 4 Supervises

NA

### 5 Job Summary

- Develop and update procedures on Compliances/Internal Audit
- Support Finance and Admin Director to analyze expense trend, financial projection and outcomes of Audits
- Support FAD to establish
- Review financial management and control systems of ADRA Nepal Country Office, Regional Offices, Field Offices and Implementing partners
- Recommend for the effective financial management and operational control
- Focal person for external auditors

### 6 Required Competencies

#### 6.1 Knowledge

- Master's in Business administration or equivalent
- Minimum 3 years' experience of conducting internal external audit of non-profit organization
- Good knowledge of NGO/INGO working systems and environment

#### 6.2 Skills

- Good understanding of accounting principles, audit standards, procedures and techniques
- Good coordination, communication skills and training ability
- Understanding of donor and government rules and regulations on taxes and other compliance
- Sound knowledge of speaking and writing English and Nepali

- Ability to work independently

### 6.3 Attitudes

- Self – starter
- Team Spirit
- Accountability

## 7 Responsibilities and Expected Outcomes

### 7.1 Internal Audit

Responsible for reviewing and documenting the financial management and internal control system in ADRA Nepal offices and the local implementing partners

- Supervision and Review of financial records/documents of ADRA Nepal Offices and partner offices
- Review of financial statements, reports and management practices
- Preparation and presentation of report outlining the system weakness/strengths
- Practical and appropriate recommendation to strengthen the internal management and control system
- Develop, follow and maintain the Internal Compliance program

*Outcome: (1) ADRA Nepal and its implementing partners have a strong financial management system and internal control.*

### 7.2 Risk Management

- Support FAD to update Organization wise Risk Register
- Support FAD ensure that risks related with operation and partners have been identified, addressed and appropriate corrective actions are taken

### 7.3 Upgrading the Current Financial Management System

*Recommend for effective financial management and operational control system in ADRA Nepal and its partners*

- Perform follow-up on recommendations to improve the internal control environment
- Keep management and Audit Review Committee informed of process improvements, successful practices in internal audit
- Assist in the identification and management of financial and legal risks areas and suggests for the reduction of risk areas
- Provide trainings to finance staff at ADRA Nepal and local NGO partner as required

*Outcome: The Financial Management System in ADRA Nepal and its implementing partners is effective which ensures compliance with laws, regulations, internal policies and donor requirements*

### 7.4 Focal Person for External Audit

*Act as a focal person for external auditors*



- Work with the audit review committee to prepare annual audit plan for the organization
- Contact with the approved External Auditor to start the auditing process in appropriate time
- Provide required necessary information and documents to the external auditor during the course of auditing
- Review the reports from external auditors, ensure the financial statement matched with the office records and management comments are appropriate
- Assist the Audit review committee for preparing the Audit Management response
- Maintain up-to-date records of audit plans, findings, working paper, Audit reports and other supporting documents
- Assist Audit Review Committee to prepare “Audit Action List”

*Outcome: The external auditing is conducted efficiently in the timely manner.*

### **7.5 Work Health, Security and Safety (WHSS)**

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security, and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters which may affect workplace health, security, and safety to their supervisor.
- Correctly using any information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

*Outcome: Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.*

### **7.6 Others**

- Any other duties assigned by the Supervisor.

**Please click on this link for the job application form,**  
**[HTTPS://ADRA.FORMALTO.APP/VAIWTAJRHN](https://adra.formalto.app/vaiwtajrhn)**