

# Job Description:

## Global Internal Auditor



### General role information

<b>Job Title:</b>	Global Internal Auditor
<b>Reporting to:</b>	Group Internal Audit Manager
<b>Salary Band:</b>	17
<b>Notice period:</b>	1 month
<b>Career Band:</b>	7
<b>Budget Responsibility?</b>	No
<b>Direct Reports?</b>	No
<b>Client facing role?</b>	No

### About MSI Reproductive Choices

At MSI Reproductive Choices (MSI) we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

MSI is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people, and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.

### The department/team

MSI Group Internal Audit is a third-line assurance function reporting to the MSI Audit Committee, a committee of the MSI Board, providing assurance on MSI's operations and governance. The team currently comprises of three field-based internal auditors, the Group Internal Audit Manager, and the Director of Internal Audit based in London. The field-based auditors are in locations where MSI operates; currently one in Asian, one in Africa and one in the UK. Due to growth in project pipeline we are recruiting a dynamic internal auditor to join the MSI Group Internal Audit function as we expand the team.

### The role

The role reports to the Group Internal Audit Manager and will support the development and delivery of the annual audit plan. The post holder will be expected to plan and undertake fieldwork audits, deliver reports that are clear, concise, and prepared in a timely manner, support the development of regional internal auditors, and help facilitate change management across the MSI Internal Audit function as it delivers on its performance change management agenda.

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

[recruitmentinbox@msichoice.org](mailto:recruitmentinbox@msichoice.org)

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### Key Responsibilities

#### Assurance

- Support the Group Internal Audit Manager in developing and delivering an annual programme of work to provide assurance over the risk, internal controls, and governance processes of MSI's global operations
- Plan, organise and deliver assigned internal audit engagements, including scope development, scheduling of audits, and estimating the resources required, preparation of working papers in line with the MSI Group Internal Audit methodology, and development of audit reports
- Perform risk-based, financial, and operational audits. Review the systems of internal controls to manage risks, including assessing the compliance with MSI standards, policies, procedures, and key donor compliance requirements, where applicable
- Assess the performance of key financial and operational processes, focusing on economy, efficiency, effectiveness, and sustainability
- Provide management with an opinion on the internal control environment of the business unit audited
- Perform root cause analysis and report on findings, make recommendations on the systems of internal control and procedures being reviewed, and validate management's responses. Follow-up and report on the status of implemented recommendations observed in prior audits.

#### Advisory

- Provide advice, guidance and partner with country programmes, regional teams and business units to improve internal control systems
- Contribute proactively to the design of new processes and systems ensuring appropriate controls are built in by design, whilst being cognisant of safeguarding auditor's independence.

#### Forensic Investigations

- Undertake forensic investigations as and when requested, in line with the MSI Anti-Fraud and Bribery Framework.

#### Change Management & Capacity Development

- Provide appropriate supervision and support for regional auditors in the delivery of audits. Offer, in conjunction with regional finance directors, support and guidance on the development of regional auditors
- Support the propagation of better internal audit and internal control practices and the implementation of the MSI Group Internal Audit methodology by internal audit teams across MSI
- Support the Group Internal Audit Manager and Director of Internal Audit in driving the continued transformation of the MSI Group Internal Audit function to ensure that it becomes highly effective and better enables MSI to deliver on its global mission
- Perform other ad hoc tasks, as may be requested from time to time by the Group Internal Audit Manager and Director of Internal Audit.

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## Signature

By signing below, you indicate that you have read and agree to this job description.

**Full name:**

**Signature:**

**Date:**

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