

Background of organization

The organization, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The Hans Foundation works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. The organization also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The organization has reached more than 35 million beneficiaries through its programs. The organization works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organizations in India funded through The organization USA and RIST.

1. General Information

- **Location of Job:** Gurugram
- **Type of Employment:** Permanent
- **No. of Position:** 01
- **Reporting to:** Group Senior Manager- Audit & Internal Controls

2. Job Purpose

We are seeking a highly skilled and experienced individual to fill the role of Manager-Audit and Internal Controls. The successful candidate will be responsible for execution of all aspects of Statutory & internal audit functions within the organization, ensuring compliance with regulations, policies, and procedures. Additionally, individual will also be doing the partner audits of The organisation. This position requires strong professional, Ethical with analytical skills, attention to detail, and the ability to effectively communicate with various stakeholders.

3. Duties & Responsibilities

a) Regular Review of Partner Organizations

- Responsible for conducting comprehensive review of partner organizations by visiting their sites to ensure partners are compliant in various compliances areas, Following MOU and transparent accounting & reporting at organizational and project level.
- Responsible for evaluating field operations and engaging with beneficiaries to gather insights about the impact of program.
- Responsible for preparing detailed review reports for partners, outlining observations, recommendations, timelines for implementation, and designated responsible parties (either the partner or program personnel).

- Responsible for maintaining database relating to partner portfolio.

b) Review of Utilization Certificates (UCs)

- Responsible for adequate and timely review of utilization certificates against Grant given by The organisation as submitted by partner NGOs and facilitate further processing in coordination with the program team.
- Responsible for finalization and validation of audited utilization certificates submitted by partners against the reviewed utilization certificates.
- Assist the program team and directors in establishing disbursement schedules and overseeing the timely release of payments to partners.

c) Audit Coordination

- Serve as the primary contact for organizational audits, liaising with auditors regarding the execution of internal audits and Statutory Audit.
- Collaborate with the internal audit and Statutory Audit team to ensure their requirements are met for conducting quarterly financial reviews.
- Responsible for closure of audit findings by appropriate coordination with various stakeholders/departments.

d) Internal Audits

- Responsible for conducting internal audits of various organizational systems and processes, which include visits to multiple office locations (i.e. HO/RO/AO/project locations) and review of processes followed in the operations.
- Responsible for preparing detailed review reports of visited location, outlining observations, recommendations, timelines for implementation, and designated responsible owner/department.
- Responsible for appropriate and timely closure of the observations in submitted internal audit reports.

e) Internal Controls:

- Responsible for providing support in design, implementation, documentation, assessment and monitoring internal control framework, including The organization policies and key risks in order to ensure that the group has adequate controls to prevent unintentional and intentional errors in financial reporting, processes and business operations.
- Responsible for providing support in formulating policies and procedures to improve internal controls, compliance and efficiency as per best practices followed in the sector
- Responsible for conducting internal controls reviews across The organisation.

- Responsible for preparing and sharing adequate and timely reporting on the internal control framework and control deficiencies to ensure appropriate communication, documentation, escalation to line manager
- Responsible for adequate and timely action plans and monitor progress to address and resolve control deficiencies

f) Risk Management and Compliance:

- Responsible for providing support in monitoring regulatory changes and industry best practices to ensure the organization's policies and procedures remain compliant with relevant laws and regulations.
- Responsible for providing support in assessing risks associated with grant-funded projects and internal operations and develop strategies to mitigate risks effectively.
- Responsible for providing support in capacity building and guidance to staff and partner organization on compliance issues, internal controls, and risk management practices.

g) Projects Funded by External Organizations (i.e. CSR Projects)

- Responsible for handholding support to donor management department during initial stage of discussion with donor along with support in budget development.
- Responsible for addressing requirements of donors on need basis.
- Responsible for providing support and assisting the internal audit team from donor during audits of funded projects to ensure smooth completion of audits.
- Providing all documentation to complete due diligence and Grant utilization.

h) Secretarial Compliances

- Responsible for providing support in ensuring all secretarial compliances by collaborating with The organization legal department and external legal consultant.

4. KEY INTERACTIONS

- Part of Audit & Control department of The organization
- Compliance, Accounting, Audit & Legal team
- Relevant stakeholders like Donors, Partners, staff of HO/RO/AO etc.
- Legal Advisors and compliance agencies

**5. Other Indicative Requirements
Educational Qualifications**

- Chartered Accountant/Company Secretary (Mandatory) with additional qualification like master's degree in finance/ business/ management/ administration (Plus) or equivalent from a reputed institute

Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)

- 08-12 years post qualification working experience in audit. Experience in the similar international NGOs is preferred, with proven track record.
- Experience in dealing with auditors in a complex and fast-paced environment
- Willing to travel PAN India

The organisation is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.

Interested candidate please share your cv at:

contact@pmspl.net.in