



Candidate Brief

Risk and Internal Audit Manager

(September/2024)



Background Information

CARE International – a global organisation fighting global poverty

CARE International operates in more than 104 countries around the world. We run poverty-fighting programmes and deliver life-saving aid in 90 developing countries. This work is supported by global policy and advocacy work, fundraising, and programme management provided by CARE offices in countries like the USA and the UK.

CARE International UK

CARE International UK was founded in 1985 and we are one of 14 full members of the global CARE International federation. We employ 120 staff and generate around £70 million a year for CARE's poverty-fighting work.

As well as supporting CARE's [humanitarian](#) and [development work](#) around the world, CARE International UK provides specific expertise in the areas of [women's economic empowerment](#), inclusive [governance](#), humanitarian response (particularly [shelter](#), and gender in emergencies), and [engaging with the private sector](#). We also play a key role in CARE's work engaging with and influencing [policy-makers and decision-makers](#) to tackle the structural causes of poverty and social injustice.

CARE's programmes are implemented through [CARE country offices](#) which are supported with technical assistance and programme management by CARE members (including CARE International UK). We work in partnership with local organisations to deliver many of our programmes.

CARE is non-religious and non-political, allowing us to deliver humanitarian and development assistance to anyone in need regardless of race, gender, ethnicity, age, religion, political view or sexual orientation.

You can find out more about our current strategy [here](#)



The Application and Recruitment Process

1. Guidance on Completing the Application Form

Please complete the online application form clearly and in full, demonstrating how your skills, knowledge and experience relate to the Job Description and competencies required for the role. When completing the personal statement, please address the relevant criteria in the Person Specification and provide evidence to support your statement. Remember we're interested in what **you** did and the outcome. You may wish to include experience, skills and knowledge you acquired inside and outside of formal employment including through education, volunteering and life experience.

We can only shortlist candidates based on information provided in the application form. Please do not attach a CV as this will not be considered.

2. Guaranteed Interview Scheme and Reasonable Adjustments

As part of CARE International UK's commitment to being a disability confident employer (level 2), all disabled applicants who meet the essential criteria for the role will be invited to interview. If you wish to be considered under the Guaranteed Interview Scheme, please complete the relevant section on the online application form.

To ensure our recruitment processes are fair and inclusive we will contact by phone all the applicants invited to interview who disclose a disability, to explore what reasonable adjustments are required at each stage of the recruitment process.

If you have any questions, or if you'd like to access reasonable adjustments at application stage, including a copy of the recruitment pack in large print or an alternative format please contact hrteam@careinternational.org.

3. Referees

Please provide details of at least two referees, covering a minimum of 5 years; one must be your current or most recent employer. References will only be taken up as part of pre-employment checks, if you are offered the role.

4. Equalities Monitoring

CARE International UK is committed to building and valuing diverse teams and aims to provide an inclusive working environment that is free from unfair and unlawful discrimination. As part of this process, we monitor recruitment to help us understand who we are reaching, reduce inequalities and

continually inform our policies and practices. Providing your equalities monitoring information is voluntary but we do encourage you to do it. The information you provide will be used for statistical purposes only, it is confidential and will not be shared with the recruitment panel.

5. Shortlisting

After the closing date, all applications will be reviewed by a shortlisting panel to determine how each candidate's skills, knowledge and experience relate to the competencies required for the post (as outlined in the Job Description and Person Specification). Candidates who demonstrate in their application they meet the job criteria will be invited for interview. Only information included in the application form will be considered when shortlisting.

6. Interviews

As part of the interview process you may be asked to complete an exercise after the interview. You will meet with a panel of three people who will ask you questions relevant to the role. This is your opportunity to expand on your application and demonstrate how you have the skills, knowledge and experience required for the post. At the end of the interview, you will have the opportunity to ask the panel any questions you have about CARE International UK, the role and/or the terms and conditions of service.

CARE International UK (CIUK) **Job Description**

1. Overview

Post Title:	Risk and Internal Audit Manager
Responsible to:	Director of Finance, Compliance and Governance
Directorate / Department:	Finance & Compliance
Base Location	Vauxhall, London. We offer a hybrid working model and there will be an expectation to attend the office 2 days per week or as required.
Line Management Responsibility:	Compliance Officer (This role will be recruited for in the near future)
CIUK reserves the right to change base location according to organisational needs	
External Contacts:	Other NGOs and groups Donors, fund managers and partner organisations
Internal contacts:	All CARE International UK (CIUK) staff CARE International Country Offices' staff

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

2. Role Summary

The Risk and Internal Audit Manager will be integral to safeguarding the organisation by leading both risk management and internal audit functions. This role involves developing and managing the risk management framework and coordinating and executing the internal audit plan. The position requires close coordination with the Director of Finance, Compliance, and Governance to ensure alignment with organisational objectives and priorities. The role also includes extensive international travel to support CARE International UK's global operations.

3. Key Responsibilities:

Risk Management:

- Lead the development, implementation, and ongoing improvement of CARE International UK's risk management framework.
- Maintain and update the organisation's risk register, ensuring regular review and assessment of risks.
- Provide regular risk management reports to the Director of Finance, Compliance, and Governance, the Senior Leadership Team (SLT), and the Board.
- Facilitate risk workshops with the SLT to identify, assess, and manage organisational risks, ensuring alignment with CARE International UK's strategic goals.

Internal Audit:

- Develop and execute an annual internal audit plan, prioritising audit activities based on identified risks and strategic objectives.
- Ensure that audits are carried out and documented in accordance with recognised auditing standards, gathering robust evidence to support findings.
- Coordinate with other CARE entities, particularly CARE USA, to ensure that programme audits are conducted in line with CARE International UK's audit priorities and timelines.
- Establish and manage a strong in-house pool of guest internal auditors, drawn from finance and other departments, providing them with necessary training and development.
- Ensure that all UK-specific internal audits are delivered effectively, maintaining compliance with organisational and regulatory standards.
- Oversee specialist audits conducted by external experts in areas such as cybersecurity, safeguarding, and GDPR, ensuring that these audits are thorough and align with CARE International UK's needs.
- Draft user-friendly audit reports, identifying key risks and controls, and clearly communicating findings to responsible management.
- Discuss internal audit findings with CARE or partner management, agreeing on practical and effective recommendations for improvements.
- Follow up on audit actions identified in reports, preparing concise reports of outcomes for the Finance and Audit Committee (FAC).
- Ensure that CARE International UK's internal audit and risk management processes are robust and fit for purpose, supporting the overall governance framework.

Compliance:

- Under the supervision of the Director of Finance, Compliance, and Governance, work closely with the Programmes and Fundraising teams to oversee the compliance function.
- Ensure donor compliance, including adherence to all donor requirements and regulations.
- Conduct partner due diligence and compliance checks, ensuring all partners meet CARE International UK's standards.
- Monitor and manage incidents and fraud, implementing effective prevention and response strategies.
- Liaise with donors and statutory bodies to maintain strong relationships and ensure compliance with all relevant laws and regulations.

Other:

- Work closely with the Director of Finance, Compliance, and Governance to ensure that all risk management and internal audit activities are aligned with the organisation's strategic priorities.
- Provide advice and support to CIUK staff on the development of sound risk management and internal controls as required.
- Ensure continuous professional development and keep abreast of legislative changes and developments impacting CARE's work.

Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law.

Health and Safety

The post holder agrees to abide by CIUK's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the workplace as well as that of their colleagues.

Diversity and Inclusion Statement

CARE International is committed to creating a diverse, inclusive, respectful and safe work environment where all persons are treated fairly, with dignity and respect. We are committed to dismantling harmful and oppressive structures of power and accordingly centre gender equity in our work to save lives, fight poverty, and achieve social justice. The post holder agrees to promote and uphold these principles.

CARE operates fair, transparent and non-discriminatory recruitment practices and actively encourages applications from candidates from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from candidates from Black and minoritised communities and disabled candidates.

CARE is a **disability confident employer (level 2)**, as part of our commitment to disability inclusion we guarantee interviews to disabled candidates who meet the essential criteria for the role. To be considered under the Guaranteed Interview Scheme please complete the relevant section in the online application form. If at any stage of the recruitment process you require reasonable adjustments, including a copy of the recruitment pack in large print or an alternative format, please contact hrteam@careinternational.org.

Safeguarding

CARE International UK has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners. Recruitment to all jobs in CARE International UK includes, in particular, criminal record checks and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

Person Specification

The below competencies will be assessed at the indicated stage of the recruitment process:
Application = A, Interview = I, Test = T, Presentation = P

When completing your personal statement please demonstrate how you meet the competencies assessed at application stage (A).

Indicate in the column below (**) how each PS point will be assessed with A, I, P and/or T. Some PS points may be assessed in more than 1 way ; please indicate as relevant

		** A, I, P, T	
Skills/Abilities	<ul style="list-style-type: none"> An ability to gather, analyse and evaluate data and prepare / present concise oral and written reports. 	A, I	
	<ul style="list-style-type: none"> A willingness to undertake continuing professional development and keep abreast of legislative changes and developments as they impact upon the work of CARE 	A, I	
	<ul style="list-style-type: none"> Excellent communication skills with the ability to deal effectively with people at all levels within the organisation. 	A, I, P	
	<ul style="list-style-type: none"> An ability to lead and influence others. 	A, I	
	<ul style="list-style-type: none"> Self-motivated with an ability to work with a low level of supervision. 	A, I	
	<ul style="list-style-type: none"> Strong organisational and time management skills. 	A, I	
	<ul style="list-style-type: none"> Advanced working knowledge of Word, Excel and PowerPoint. 	A, I	
	Desirable skills and experience		
	<ul style="list-style-type: none"> An understanding of humanitarian issues and standards, including codes of conduct, accountability principles and commercial contracts. 	A, I	
	<ul style="list-style-type: none"> Working knowledge of French or Spanish. 	A, I	
Experience/ Knowledge/ Understanding	<ul style="list-style-type: none"> Professional qualification, such as a Chartered Institute of Internal Auditors (CIA) certification or full CCAB qualification (e.g., ACA, ACCA). 	A, I	
	<ul style="list-style-type: none"> Proven experience in risk management and internal audit, ideally within an international NGO or similar environment. 	A, I	
	<ul style="list-style-type: none"> Strong understanding of risk management frameworks and internal audit methodologies. 	A, I	
	<ul style="list-style-type: none"> Ability to lead and coordinate audit activities across different teams and departments, both in the UK and internationally. 	A, I	
	<ul style="list-style-type: none"> Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels. 	A, I	
	<ul style="list-style-type: none"> Strong analytical and problem-solving abilities, with attention to detail. 	A, I, P, T	
	<ul style="list-style-type: none"> Self-motivated with an ability to work independently and manage multiple priorities under pressure. 	A, I	
	<ul style="list-style-type: none"> Advanced working knowledge of Word, Excel, and PowerPoint. 	A, I	

	<ul style="list-style-type: none"> • A commitment to the mission and values of CARE International, including an understanding of and commitment to tackling discrimination and structural inequality 	A, I
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We expect all employees at CARE International UK to live and demonstrate our [Values](#). Please refer to them and the associated [CORE Competencies](#) when completing your application and attending any selection process.

Terms and Conditions

- Salary:** £50,178 per annum
- Working hours:** 35 per week
- Location:** Vauxhall, London. Flexible working options will be available. We offer a hybrid working model and there will be an expectation to attend the office 2 days per week or as required.
- Contract:** 24 months fixed term
- Annual leave:** 25 days per annum
- Pension scheme:** 3% employee contributions and 5% employer contributions via salary sacrifice

To see the full range of benefits offered upon joining CARE International UK, **please click [here](#)**.

Other Information

In line with legal requirements and the **nature of CARE International UK’s work**, this post is subject to:

- i. **Receipt of satisfactory written references**, covering a minimum of **5** years employment (without gaps), one of which must be from the current or most recent employer. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history. The reference request will specifically ask the referee about any safeguarding, performance or misconduct concerns. Note that CARE International UK participates in the **Inter Agency Misconduct Disclosure Scheme (* more details below)**. References will be requested in accordance with that scheme.
- i. DBS check (Basic)
- ii. Bridger check (** **more details below**)
- iii. Evidence of the eligibility to work in the UK.

** In line with the **Inter Agency Misconduct Disclosure Scheme**, we will request information from your previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the*

you left employment. Full details of the scheme on <https://www.schr.info/the-misconduct-disclosure-scheme-old>

**** A Bridger Check** gives access to global sanctions and enforcement lists, Politically Exposed Persons coverage, profiled adverse media, and financial intelligence around Money Laundering/ Fraud Prevention. For more information on this check please review <https://risk.lexisnexis.com/products/bridger-insight-xg>

For further information please visit

www.careinternational.org.uk

Twitter: @careintuk

