



JOB DESCRIPTION

Job Title:	Audit Intern
Location:	Abuja, Nigeria
Reporting to:	Internal Auditor
Line Management:	None
Grade:	

Job Purpose

To assist the Internal Auditor in ensuring the system of internal control is adequate to achieve management objectives in an efficient and effective manner, established procedures are being properly followed, assets are safeguarded and that resources are judiciously utilized, Management information is sound and adequate, risk management and analysis framework including those of partners are developed and enhanced.

Specific Responsibilities

1. Support the Internal Auditor to undertake audit of statutory accounts and ancillary records (cash and bank, payroll, creditors and accruals, debtors and prepayments, imprests, floats and petty cash etc.)
2. Assist the Internal Auditor to conduct audits of local implementing partners and ActionAid Nigeria funded programmes and projects.
3. With supervision from the Internal Auditor, evaluate maximum compliance on all types of financial, accounting, administrative and operational control systems;
4. To conduct physical verification of all tangible assets of the organization and identify their locations;
5. To pay regular visits to programme areas and partners to ensure that procedures and guidelines specified in the Policy documents are properly adhered to.
6. Review accounting records and systems within the overall context of the organization's internal control network;
7. With guidance from the Internal Auditor, examine financial and operating information for management, including detailed testing of transactions and reports;
8. Jointly review the level of compliance in respect of corporate policies, plans, procedures, guidelines, laws and regulations;
9. Other responsibilities as may be assigned by the Internal Auditor.

Internal Relationships: Entire AAN team.

External Relationships: Partners & other stakeholders.

Persons Specifications

Attributes/Skills	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • First degree in accounting 	<ul style="list-style-type: none"> • Student Membership of ICAN
Experience	<ul style="list-style-type: none"> • At least 1-2 years post NYSC experience in Auditing or Accounting • Cognate reporting experience • Excellent working knowledge of Excel, Word & Outlook (MS Office in general) & experience in handling cash 	<ul style="list-style-type: none"> • Ability to use SUN accounting system • Experience in working with international development agencies.
Skill Abilities	<ul style="list-style-type: none"> • Fluency in spoken and written English language • Highly numerate • Excellent planning and prioritization skills • Excellent (proven) interpersonal skills, and oral and written communication skills 	<ul style="list-style-type: none"> • Strong analytical/problem solving skills. • Multi-tasking skills • Negotiation skills
Personal Qualities	<ul style="list-style-type: none"> • Creative and takes initiative. • Able to work effectively in a diverse team environment • Willing to work additional hours at crucial times. • Should be willing to travel widely & at short notice. • Team player • Effectively promote AAN's mission values, and objectives 	

Signed by:

Audit Intern

Signed by:

Internal Auditor