



ROLE PROFILE

Title	Internal Controller Specialist		
Functional Area	Internal Control		
Discipline/field			
Specialism	Auditing		
Reports to:	Senior Internal Controller		
Office location:	Kigali	Travel required:	No regular travel exists
Geographical scope of role	Rwanda		
Effective Date:	March 2025	Grade:	Level 14

ROLE PURPOSE

Plan International is a rights-based development and humanitarian organisation working for better lives for all children. We are independent of government and have no political or religious affiliation. Our purpose is to strive for a just world that advances children's rights and equality for girls. We have been building powerful partnerships for children for more than 80 years and are now active in more than 70 countries.

Our global strategy has a specific focus on girls, as they are often the most marginalised and most often left behind. We have committed ourselves to the ambitious target of reaching 100 million girls over five years to ensure they can learn, lead, decide and thrive. This is our contribution to achieving the sustainable development goals and the goals of gender equality.

The Internal Controller Specialist will assist for objectively assessing the internal control environment, actions, methods, and practices of PIR.

MANAGEMENT SCOPE, REPORTING LINES, KEY RELATIONSHIPS

Reports to: Senior Internal Controller

Direct reports: None

Key relationships

Internal:

- Senior Internal Controller – Line Manager

External:

- Partners.
- Other INGO audit staff and networks.
- Audit and compliance at RH, GH, NOs and in-country donor offices.

LEVEL OF CONTACT WITH CHILDREN

- Low contact: No contact or very low frequency of interaction

PHYSICAL ENVIRONMENT

- The position is typical office environment

ACCOUNTABILITIES AND MAIN WORK ACTIVITIES**Typical Responsibilities - Key End Results of Position**

- In liaison with Senior Internal Controller develop PIR's annual audit plan to assess controls, operational efficiencies and compliance with all policies, procedures and regulations.
- Perform different audit tasks, including preparation, paperwork, and other associated reports.
- Audit all PIR departments and locations to determine the nature of operations and adequacy of the internal control system to achieve established objectives.
- Maintain a comprehensive system for recording all audit plans, work papers, findings, reports, and follow-up audits.
- Draft the reports of audit observations.
- Ensure the verification of financial transactions is executed quarterly to assure the correctness and accuracy of liabilities, assets, expenditures and receipts.
- Ensure good interactions with Global Assurance, staff, external auditors and legal or statutory agencies.
- In Liaison with Senior Internal Controller carry out risk assessments and provide advice to CLT when they are developing and implementing policies and procedures.
- Work with the management to resolve issues that may have been identified through audit findings.
- Conduct research on the latest trends and other issues relating to audit practice.
- Perform other related assignments as assigned by management.
- Recommend revisions and additions to policies and procedures to improve operations as well as internal controls.
- Respond to ad hoc requests to address control issues on new business processes, policies and procedures, and provide consultative services to management.

Risk Management

- Review the organisations' performance in identifying, assessing, mitigating and reporting risks in line with the Global Risk Management Policy and the Global Risk Management Toolkit.
- Ensure that all inherent risks in PIR, including safeguarding children & young people, safety & security and fraud & corruption, are given top priority by management and all staff.

Safeguarding Children and Young People (Safeguarding) and Gender Equality and Inclusion (GEI)

- Promotes and abides by internal policies and procedures including but not limited to: Child Protection Policy; Code of Conduct; mandatory reporting responsibility.
- Ensures that all staff signed safeguarding policies;
- Implement Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in day-to-day work.

LEADERSHIP AND BUSINESS MANAGEMENT COMPETENCIES

LEADERSHIP COMPETENCIES

- Courageous in taking a lead, focused on Plan International's purpose and making the most effective contribution within my own work context.
- Behave in line with our values and safeguarding practices, inside and outside work.
- Challenge own attitudes, unconscious bias and behaviour and speaks up when they see wrong doing, especially by those who use their power over others to create fear or abuse.
- Understand and adhere to the policies, processes, practices and standards relevant to own work and keeps their knowledge and skills up to date.
- Honest and efficient in use of resources, including own time.
- Take responsibility for own performance and development: reflecting; seeking and listening to feedback; learning from mistakes; finding people or resources to help them learn.
- Constructive and optimistic in facing setbacks, challenges and change, using own initiative to analyse issues and improve things.
- Good team player, communicating effectively and being open and supportive towards those around them.

BUSINESS COMPETENCIES

- Works in accordance to the policies and procedures relevant to my role and responsibilities
- Uses the personal development tools available
- Creates channels of communication with other individuals and teams.
- Identifies with the Plan International logo and brand and understand what they represent.
- Applies the brand guidelines to all forms of written and verbal communication

- Considers the audience, purpose and accessibility of all communications, taking the local context and culture into account. Where necessary, adjusts the tone, style, complexity and level of technical detail of communication accordingly.
- **Evidence-based management:** Understands the importance of high-quality data and the implications of poor data. Understands what data Plan International needs to inform decision-making. Interprets a range of sources to inform evidence-based decisions relevant to my role.
- **Digital working:** Identifies ways to use digital to improve the effectiveness of work activities. Understands how digital enablers can contribute to achieving Plan International's purpose. Utilises the digital tools available in line with privacy and safeguarding guidelines.

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Qualifications/ experience essential:

- At least 3 years of relevant work experience, preferably in an NGO environment
- Having a CPA, CIA or ACCA qualification is a distinct advantage.
- Proven experience in audit in INGO or professional auditing firm environment.
- Proven understanding of "child rights" and "gender in development" concepts and the promotion of girls' rights in the context of relevant International Conventions (Convention of the Rights of the Child, Convention for the Eradication of Discrimination against Women) and the Global Goals (SDGs).
- Possess knowledge of internal controls across the various business functions cycles (e.g. finance reporting, procurement, HR and payroll, etc.)
- Excellent written & spoken English and Kinyarwanda.
- Excellent communication, interpersonal, representation and negotiation skills.
- Sound planning, time management and administrative skills.
- Ability to work under pressure, in a team, and for extended hours if required.
- Excellent computer skills with proficiency in Microsoft Word, Excel, PPT and DB Software.
- Experience in working in a culturally diverse setting.
- Ability to develop, plan, and implement short- and long-range goals.
- Knowledge of auditing concepts and principles.
- Knowledge of financial recordkeeping procedures, laws, regulations, and standards.
- Understanding of the IT control environment.
- Acute devotion to detail and having a meticulous nature are preferred qualities.

Qualifications/ experience desirable:

- Relevant bachelor's degree in accounting, finance, auditing or business management/administration.
- Knowledge of auditing best practices, such as GAAP and internal control measures.
- Understanding of tax, business compliance, and financial regulations.
- Experience working in a humanitarian or NGO environment.

We are open and accountable

We create a climate of trust inside and outside the organization by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

We strive for lasting impact

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

We work well together

We succeed by working effectively with others, inside and outside the organization, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

We are inclusive and empowering

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential



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Employee signature

Names:

Date:

Supervisor signature

Names:

Date: