

Vacancy Announcement

Ref.: 4/IA/2018

Position title	Internal Auditor
Employment Type	Full-time
Duty station	YAO Head Office - Sulaymaniyah – Iraq
Estimated Start Date	As soon as possible
Closing Date	05/01/2018
Overview	Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.
Job Description	Youth Activity Organization (YAO) is seeking experienced and passionate objective internal auditor to add value and improve our operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes. The successful candidate will possess a thorough knowledge of accounting procedures and a sound judgement.
Core Functions/Responsibilities	<ul style="list-style-type: none"> • Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations • Determine internal audit scope and develop annual plans • Obtain, analyse and evaluate accounting documentation, reports, data, flowcharts etc • Prepare and present reports that reflect audit's results and document process • Act as an objective source of independent advice to ensure validity, legality and goal achievement • Identify loopholes and recommend risk aversion measures and cost savings • Maintain open communication with management and audit committee • Document process and prepare audit findings memorandum • Conduct follow up audits to monitor management's interventions • Protects organization's reputation by keeping information confidential. • Supports external auditors by coordinating information requirements. • Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards

Required Qualifications & Experience	<ul style="list-style-type: none">• Bachelor Degree or higher in Accounting or Finance.• Proven working experience as Internal Auditor or Senior Auditor.• Advanced computer skills on MS Office, accounting software and databases.• Ability to manipulate large amounts of data and to compile detailed reports.• Proven knowledge of auditing standards and procedures, laws, rules and regulations.• High attention to detail and excellent analytical skills• Sound independent judgement. <p>Languages</p> <ul style="list-style-type: none">• Ability to speak read and write in Kurdish/English & Arabic is essential, as most reports and researches are done in English. Other languages is an advantage.
Salary/Working Conditions	<ul style="list-style-type: none">• This position is based in YAO's main office located in Sulaymaniyah with frequent visits to YAO sub office in Kalar.• 12 months contract subject to 3 months' probation period.• Salary is based on experience

Qualified candidates are encouraged to apply by sending their CVs to: Jobs@yao-iraq.org
Please note that only shortlisted applicants will be contacted for potential interview.