

<b>Job Description:</b>	Head of International Internal Audit and Risk	<b>Responsible to:</b>	Director of Finance and Corporate Services and Audit and Risk Committee through a matrix relationship.
<b>Responsible for:</b>	Internal Audit and Risk management globally	<b>Location:</b>	London (Kingston)
<b>Job purpose:</b>	Risks across the organisation are properly identified and managed; VSO has a systematic, disciplined approach to evaluate, test and improve the effectiveness of governance, risk management, and control processes.		

<b>Responsibilities</b>	<b>Key Performance Indicators</b>	<b>Competencies</b>	<b>Skills, Knowledge and Experience required</b>
<p><b>Risk management</b> To devise a risk strategy that reflects VSO's position of transparency, accountability and integrity</p> <p>To provide tools to the organisation to identify and assess risks</p> <p>To work with the all functions in the organisation to identify and mitigate risks</p> <p>To provide authority and guidance for all members of staff both in the UK and overseas as to risk mitigation and understanding risk profiles</p> <p>To organise risk scanning for the organization and ensure risks are properly identified</p> <p>To assist colleagues in designing risk register as appropriate. Prepare and deliver interactive sessions on risk</p> <p>To maintain the organisational risk register and present it to the Executive Board and the Audit and Risk Committee</p>	<p>Effective management of risk processes across the organisation</p> <p>Tools and systems to understand and mitigate risks are developed and used across the organisation</p> <p>Risk register updated quarterly, adequately reflecting risks affecting the organisation globally</p> <p>Annual Internal Audit Plan developed based on risk analysis, progress monitored and reported to the Audit and Risk Committee</p> <p>Audit programme designed to test the adequacy and effectiveness of governance, risk management and control processes</p> <p>Internal audit reports completed on a timely basis and audit recommendations communicated appropriately. Reports presented to the Audit and Risk Committee on a timely basis</p> <p>Internal audit recommendations implemented in a timely manner.</p>	<p><b>Working together</b> – Strength: Successfully leads teams and develops others' team-working skills</p> <p><b>Communicating and influencing</b> – Strength: Inspires others by: advocating plans and ideas within and outside VSO; maintaining a wide, influential network; coaching</p> <p><b>Managing knowledge</b> – Strength: Leads initiatives that improve knowledge management; develops others' knowledge management skills.</p> <p><b>Striving for excellence</b> – Expert: Builds and sustains an organisational culture of continuous performance improvement that helps to set VSO apart as a brand.</p> <p><b>Managing resources</b> – Expert: Creates approaches that help VSO to acquire, allocate and use resources more effectively across VSO; builds strategic alliances and partnerships to enable sharing of resources.</p> <p><b>Managing people</b> – Strength: Builds a high performing team that meets challenging objectives linked to corporate</p>	<p><b>Experience:</b> Extensive experience of managing an internal audit team</p> <p>Experience of liaising with an Audit and Risk Committee</p> <p>Extensive experience of managing risks for a large multi-national organization</p> <p>Experience of managing, supporting and motivating individuals and teams in an international, matrix management context</p> <p>Experience of internal audit in a multi-national organization.</p> <p>Experience in report writing</p> <p>Evidence of having successfully managed process improvements</p> <p><b>Skills</b> Ability to work independently and prioritise own work load</p> <p>Skilled in handling data. Able to analyse and interpret data</p>

<p><b>Internal audit</b></p> <p>To lead the internal audit function and ensure it is properly resourced (volunteers and staff members).</p> <p>To design the yearly audit plan based on the analysis of risks and present it to the board for approval.</p> <p>To deliver the audit plan:</p> <ul style="list-style-type: none"> <li>- To oversee internal audits (including audit programme), review audit reports and circulate them</li> <li>- To ensure the audits are performed to the right standards and with an appropriate frequency.</li> </ul> <p>To train new volunteer and seconded auditors.</p> <p>To ensure the self-audit tool is updated on a regular basis, used and that any findings are followed-up appropriately.</p> <p>To gather lessons from internal audit findings, ensure they are shared globally and inform the review of processes and systems.</p> <p><b>Incidents reporting and investigation</b></p> <p>To supervise incidents (fraud, whistleblowing...) responses and investigation.</p> <p>To ensure incidents are properly</p>	<p>The self-audit tool completed by all, gaps identified and acted on.</p> <p>Good quality papers written and sent timely on a quarterly basis to the Audit and Risk Committee</p> <p>Lessons from internal audit findings and incident investigations are shared globally and inform improvements across the organisation.</p>	<p>objectives; ensures own team works efficiently with other teams.</p> <p><b>Developing people</b> – Adds value: Helps team members to create and implement clear development plans that meet their own -and VSO's - short and long term needs.</p> <p><b>Leading for the future</b> – Strength: Builds confidence and excitement in VSO's work and vision, both internally and externally; leads innovative projects.</p> <p><b>Working strategically</b> – Strength: Leads strategic projects, coaching others to consider global and long-term impact, and to consult within and beyond VSO.</p> <p><b>Delivering results</b> – Strong: Effectively leads large teams or complex projects, generating a goal-oriented, problem-solving team mentality and ensuring timely, high quality results.</p> <p><b>Adaptability – Strong:</b> Able to determine alternative plans and methods of working in different cultural and challenging environments</p>	<p>Strategic thinking. The ability to use data and other evidence to determine strategic plans and priorities.</p> <p>Problem solving – ability to analyse a situation and develop innovative opportunities for progress - building consensus and resolving difficulties to achieve results</p> <p>Understanding of supporting individuals and teams through complex changes to their work practices.</p>
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reported internally and externally  
(charity commission, police...).

To work as a member of the Global  
Leadership team and of the wider VSO  
team to contribute to the overall  
development and maintenance of fit for  
purpose systems, structures and  
processes and procedures

**Other:** Duties commensurate with the  
post as required