

Directorate:	Risk & Assurance
Reporting to:	Internal Audit Lead
Contract type:	Permanent

Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose:

The Risk and Assurance function plays a central role in providing the Executive Leadership Team (ELT), Finance, Risk & Audit Committee (FRAC) and Board with assurance over governance, risk management and internal control frameworks across the Mary's Meals global network.

The role is primarily focused on planning and delivering work for a structured plan of reviews across the network. As a junior member of the Internal Audit team, the role will conduct these reviews and follow up of any agreed actions with the support and coaching of the Internal Audit Lead.

The role will support the management of key risks across our programmes by bringing a systematic and disciplined approach to appraising our control frameworks and, where necessary, engaging with staff to agree constructive enhancements.

Key responsibilities & activities:

Assurance work

- Deliver high-quality, meticulous assurance work. Under the supervision and guidance of the Internal Audit Lead, this will encompass:
 - Performing initial scoping work on the process (and related sub-processes) under review
 - Preparing draft terms of reference for discussion with relevant management and staff
 - Mapping the processes under review
 - Identifying and evaluating controls within these processes
 - Carrying out sample testing, in accordance with appropriate methodology, to form a view on the effectiveness of controls in practice.
 - Highlighting opportunities with staff to enhance and strengthen the design and operation of existing controls, or to introduce new controls.
- Maintain good communication with auditees throughout the process, including keeping them abreast of any delays to the completion of assurance work.
- Manage competing priorities to deliver all assurance work in line with expected timescales and reporting deadlines.

Documentation & Reporting

- Document all assurance work in a concise, thorough and accurate manner, meeting reperformance standards for all testing.
- Under the guidance of the Internal Audit Lead, clearly articulate initial findings and recommendations with relevant management and staff
- Agree management actions and timescales for implementation, providing challenge to proposals as required to ensure they are relevant, achievable and realistic.
- Draft high-quality reports to summarise findings and make clear recommendations.

Follow-up

- Deliver a rigorous follow-up programme, including holding staff to account for providing timely updates and escalating issues as required to the Internal Audit Lead.
- Maintain up-to-date and complete follow up trackers that are understandable and accessible to staff.
- Provide ongoing support to staff around the implementation of agreed actions.
- Assess and challenge, based on provided evidence, whether agreed actions have been effectively implemented by staff by the deadlines set.

Additional information:

- As part of your role, you may be required to travel to countries where Mary's Meals operates.

All MMI employee are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving function strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

Essential skills & experience required for this role:

- A 'hands on' practical person who will work with every level to get the job done.
- Willingness to learn from an experienced colleague and promptly put constructive feedback into practice.
- Self-motivated with ability to effectively prioritise work to meet deadlines.
- Excellent attention to detail and drive to produce high quality, accurate outputs.
- Approachable with excellent communication (both written and oral) skills.
- Analytical ability and the capacity to think objectively and demonstrate sound judgement.
- Ability to manipulate large amounts of data and compile detailed reports.
- Cultural sensitivity and the ability to engage effectively with a wide range of people in different countries and settings.
- Ability and willingness to travel to locations in which Mary's Meals operates.

Desirable skills & experience required for this role:

- 1 - 2 years audit experience, gained either in professional practice or an in-house team
- Good demonstrable understanding of the charity sector in general and, in particular, the values of Mary's Meals
- Knowledge of different languages (preferably French or working knowledge of African languages, such as Chichewa or Swahili)
- Experience of working in different countries/cultures

Qualifications:

- Good standard of education up to degree level or relevant experience

Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none">• I build and demonstrate resilience• I lead by example• I am authentic and true to Mary's Meals values• I develop myself and set stretching goals
Service	<ul style="list-style-type: none">• I have a vocational attitude to my work• I inspire hope in others• I build belief that even difficult challenges can be solved• I am committed to serving and enabling all who want to be part of the global movement• I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none">• I communicate effectively• I follow clear decision-making criteria• I create plans that are easy to follow and contribute to organisational goals• I embrace inclusivity and diversity• I focus on delivering results
Stewardship	<ul style="list-style-type: none">• I pay attention to the things that matter most – (a) our physical resources; (b) our people• I nurture, develop and respect our relationships with external stakeholders• I deliver on my promises• I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none">• I have a point of view about the future• I know our stakeholders and see our priorities clearly• I help others to work in ways that have the greatest impact• I work to deliver my objectives
Strengthen	<ul style="list-style-type: none">• I contribute to a positive work environment• I help and support those around me
Success	<ul style="list-style-type: none">• I am a catalyst for change• I maintain my technical competence• I contribute to the success of my team• I am accountable• I embrace change

Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your quarterly MAP process.