



WWF *for a living planet*[®]

WWF-Kenya seeks to recruit a qualified and competent individual to fill the role below as part of strengthening systems, processes and controls.

AUDIT, RISK AND COMPLIANCE MANAGER

The incumbent will be responsible for planning, executing and reporting on internal audit, risk and compliance, related issues ensuring adherence to processes, monitoring reliance on policies, reporting on effectiveness of controls and maintaining risk register. In addition the Manger will advise the Audit and Risk Committee of the Board on the effectiveness of organisational controls, risks, and internal audit system and framework guaranteeing the financial and operational integrity of WWF-Kenya to its stakeholders.

DUTIES AND RESPONSIBILITIES

Reporting to the Chief Executive Officer and Matrixed to the Audit and Risk Committee of the Board, the incumbent:

- Plans, implements and coordinates the Internal Audit Risk and Compliance management framework as defined in the compliance process manual and policies;
- Facilitates and coordinates internal audit function, generating and reporting on audit issues that require attention by the Management;
- Facilitates and coordinates enterprise risk management and compliance to set standards and policies;
- Maintains an enterprise risk register ensuring consistent tacking and monitoring of risks and mitigations;
- Reviewing and improving the internal audit, risk and compliance processes and systems ensuring their continued effectiveness;
- Coordinates, in liaison with external auditors, of the annual external audit and reporting to the NGO Board; and
- Performs other related work as may be required.

QUALIFICATIONS, SKILLS & COMPETENCE

- At least a Bachelor's degree in Commerce (Accounting/Finance) or related field. Master of Business Administration (MBA) degree in a relevant field is an added advantage;

- A certified Public Accountant (CPA-K) or a ACCA and should be a member of ICPAK and/or IIA-Kenya;
- Must be familiar with relevant international auditing and financial accounting and reporting standards including IFRS and Swiss GAAP
- At least 7 years' experience at management level in auditing;
- Demonstrate team work and collaboration skills across different functions;
- Results oriented, meet deadlines on assignments and juggle multiple demands;
- Ability to work with people of diverse background;
- Good writing skills and ability to develop of Board papers and presentations; and
- Excellent oral and presentation skills.

Interested candidates who meet the above requirements should email a cover letter and CV as one file with '**Audit, Risk & Compliance Manager** on the subject line to the HR Manager, WWF-Kenya hresource@wwfkenya.org not later 31st August 2017.

Kindly note only shortlisted persons will be contacted.

WWF is an equal opportunity employer and committed to having a diverse workforce.