



Job Announcement

Position Title: **Head of Internal Audit**
Duty Station: **Kabul**
Reports To: **President of AUAF**
No. of Position: **1 Position**

AUAF Background:

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF's Internal Audit department is seeking a qualified candidate for a full time position as Head of Internal Audit based in Kabul.

Position Summary:

The head of Internal Audit is a senior level position that oversees the integrity of AUAF's financial and procurement systems and all applicable AUAF policies and procedures and provides regular reports to the president of AUAF.

Responsibilities:

- Conducts internal reviews assigned by the President or other members of the senior management.
- Assess risks and based on the assessment of those risks prepares work plans for approval by the president.
- Reports on the value for money that the University obtains in all its activities with special regard to economy, efficiency and effectiveness.
- Coordinates coverage with the external auditors and ensures that each party is not only aware of the other's work but also well briefed on areas of concern.
- Plans, organizes and carries out the internal audit function including the preparation of an audit plan which fulfils the responsibility of the department, scheduling and assigning work and estimating resource needs.
- Conducts audits based on risk assessment to assess effectiveness of controls, accuracy of financial records and efficiency of operations: Examines records of departments and

- interviews employees to ensure recording of transactions is in compliance with applicable laws and regulations.
- Inspects accounting systems to determine their efficiency and protective value.
 - Reviews records pertaining to material assets, for example equipment and buildings, and staff to determine the degree to which they are utilized. The Head of Internal Audit will verify the existence of AUAF's assets and ensure that proper safeguards are maintained to protect them from loss.
 - Analyses data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud or lack of compliance with laws, government regulations and management policies or procedures.
 - Prepares reports of findings and recommendations for senior management. May also conduct special studies for management, for example, those required to discover mechanics of detected fraud and to develop controls for fraud prevention.
 - Has the authority to audit all departments/programs and shall have full and complete access to any of the departments/programs records, physical properties and personnel relevant to the performance of an Audit.
 - Evaluates financial and operational procedures for adequacy of internal control and provides advice and guidance on control aspects of new policies, systems, processes and procedures.
 - Assists in the review of the external auditor's management letter and regulatory compliance report together with senior management's response.
 - Has the responsibility for reviewing and questioning, as may be necessary, the actions and judgments of the Accounting Department in relation to the interim and annual financial statements and other statements, disclosures or information, such as operating and financial review, in documents containing audited financial statements before submission to the President, paying particular attention to:
 - Critical accounting policies and practices and any changes to them;
 - Decisions requiring a major element of judgment;
 - The extent to which the financial statements are affected by any unusual Transactions in the year and how they are disclosed;
 - The clarity of disclosures;
 - Significant adjustments resulting from the audit;
 - The going concern assumption;
 - Compliance with accounting standards;
 - Compliance with legal requirements;
 - Determine the level of compliance with AUAF policies and procedures, laws and regulations.
 - Compiles regular reports for review by the Director Finance and the President.
 - Participates in process and internal control improvement initiatives.
 - And other duties assigned by the President.

Essential Qualifications:

- Master degree in Accounting/Finance or its equivalent from a recognized University or similar credentials with 5 years relevant working experience.
- Bachelor's degree in Accounting/Finance from a recognized University or similar credentials with 10 years relevant experience.
- Significant experience working at a similar position with USAID projects or International NGOs which follows the GAP Standards.
- Excellent computer skills including Microsoft Office applications and internet software. Knowledge of QuickBooks and other financial management software is a plus.
- Excellent spoken and written command of English, as well as Afghan national languages.
- Excellent organizational skills.
- Interpersonal skills, ability to negotiate and influence others.
- Ability to work under pressure and tight time frames with long hours.
- CAT/ACCA certification or similar certification (substantial progress toward certification may be considered as an alternative).
- Familiarity with USAID regulations.
- Knowledge of Afghanistan's regulations and acts that relate to accounting, taxation and overall fiscal operations.

Submission Guideline:

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af Applications are accepted in English only. Please include "**Head of Internal Audit**" in the subject line of the email.

Application Deadline:

All applications must be submitted on or before June 25, 2019. After reviews of the applications, formal interviews for the finalists will be set up on the AUAF campus.