

Directorate:	Risk & Assurance
Reporting to:	Head of Risk & Assurance
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 our school feeding programmes, in both our programme affiliates and partner countries. 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

- To lead on the delivery of high-quality, meticulous internal audit work. 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 to enhance and strengthen the design of existing controls, or to introduce new controls
- To assist in completion of remote compliance checks over identified processes & tools. This will comprise:
 - Performing initial reviews over systems and tools to identify anomalies/areas for investigation
 - Engaging with relevant teams to obtain documentation and explanations as required
 - Providing adequate scrutiny over information provided to assess staff compliance with required processes.
 - Highlighting instances of non-compliance and opportunities for improvement.

- To manage competing priorities to deliver all assurance work in line with expected timescales and reporting deadlines

Documentation & Reporting

- To document all assurance work in a concise, thorough and accurate manner, meeting reperformance standards for all testing
- Under the guidance and supervision of the Head of Risk & Assurance, clearly articulate initial findings and recommendations with relevant management and staff and agree proposed actions and timescales for implementation
- To draft high-quality reports to summarise findings and make clear recommendations

Training & Support

- To provide ongoing support to staff around implementation of agreed actions
- To share best practice on control design and implementation with staff

Follow-up

- To deliver a rigorous follow-up programme, including holding staff to account for providing timely progress updates
- To assess and challenge whether agreed actions have been effectively implemented by staff by the deadlines set
- To ensure that implementation of agreed actions is being appropriately tracked and reported on to senior management and the FRAC

Additional information:

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

Essential skills & experience required for this role:

- Good audit experience, gained either in professional practice or an in-house team
- A 'hands on' practical person who will work at every level to get the job done
- Self-motivated with ability to effectively prioritise work to meet deadlines
- Excellent attention to detail and drive to produce high quality, accurate outputs
- Outgoing personality with excellent communication (both written and oral) and training skills
- Analytical ability and the capacity to think objectively and demonstrate sound judgement without supervision
- Ability to manipulate large amounts of data and to compile detailed reports
- Cultural sensitivity and the ability to engage effectively with a wide range of people in different countries and settings
- Ability and confidence to challenge the status quo and others' opinions
- Ability and willingness to travel to locations in which Mary's Meals operates

Desirable skills & experience required for this role:

- Professionally Qualified Accountant (CCAB or equivalent) or member of the Chartered Institute of Internal Auditors
- 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 annual PDR process.