



*Intern – Internal Audit Department*

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**Background**

The internal Audit intern will support Internal Audit Manager to provide an independent appraisal of CARE- Nepal's financial, program/project, operational and control activities. The intern will assist to conduct audits for management to assess adequacy and effectiveness of control, accuracy of financial records, efficiency of operations and the extent to which assets are safeguarded.

To meet the above expectation, accomplish the approved audit plan with high number of partner visits (sub grantee being the major risk area) and also to meet the requirement/request received from the project managers for frequent visits it is indispensable that at least two Interns be hired to make the department capable of meeting those expectations.

**Roles and Responsibilities**

- The Intern has to support for efficient functioning of the Internal Audit Unit of CARE Nepal.
- The intern needs to travel to CN Project sites as assigned by Internal Audit manager; if situation requires field visit may be up to 75% of the time.
- Support internal audit manager/associate in the internal audit/review engagement as per internal audit plan under direct supervision of Internal Audit Manager
- Support for performing procurement spot check on quarterly basis in CO and field offices in close supervision of Internal Audit Manager.
- Support during necessary testing of expenditure as per pre-determined testing sheets.
- Support in performing audit/review of the CN projects and partners expense and provide detailed report along with implication and recommendation in the standard reporting template.
- Assist in site follow up of the previous reports issued from Internal auditors, external auditors and other monitoring reports has to be performed at the time of performing the audit of the concerned department, PNGOs, projects and etc. Each report shall include a section with implementation status of the previous reports.
- Support in distance follow up on the findings of previous/past audit and appraise the effectiveness of the action taken by the respective management, within the period of 2 to 3 months of the issuing final report each finding/recommendation of the report has to be followed up.
- External/mission and other audit facilitation as per the instruction of Internal Audit Manager.
- The intern will keenly follow the given assignment, thereby garnering Professional carrier development
- Any other assignments/tasks assigned by Internal Audit Manager has to be performed with full of integrity, due care and professionally within the deadline.

**Upholding CARE's Core values and ensuring its principles:**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance

The intern will keenly follow the given assignment, thereby garnering Professional carrier development

At the end of each contract period the interns will submit a brief report on their observations, experiences and learning from being an intern.



**Qualifications and Competencies**

Minimum Bachelor degree in accounting, financial management or those who are undergoing the professional accounting courses like CA and ACCA is preferred. Sound knowledge of Audit functions, people skills and an ability to deal with people, proficient in use of word processing and spreadsheets software packages, report writing is desirable. Ability to take initiative and together with good communication skills in both English and Nepali is required.

**Reporting to/Supervision**

Intern will directly report to the Internal Audit Manager.

**Notice Period**

Either party has to give advance notice of at least 30 calendar days for ending the contract prior to the end date of the contract.

*Acknowledgement by the Intern*

Signature:

Name: