

# Internal Auditor

tvt07998@gmail.com

Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Mar 31, 2025

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Employment Status : Full Time

Experience : Any

Salary : As per the HIHAO Salary Scale

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### About Hand in Hand Afghanistan Organization:

Hand in Hand Afghanistan (HIHAO) is a non-governmental organization (NGO) registered as a national NGO with the Ministry of Economy of Afghanistan (license #890) since December 2006. So far, operating as one of the active organizations in Afghanistan. Hand in Hand Afghanistan is a member of the Hand in Hand Organizations International network.

The international network of Hand in Hand Organizations is made up of independent organizations that work together on a common vision of reducing poverty through job creation. HIHAO's vision is an Afghanistan where all citizens have access to qualitative and comprehensive services, *and* where their fundamental rights are met without discrimination of gender or ethnicity. HIHAO's mission is to enable disadvantaged communities to determine their own development and enhance their livelihoods, *and* social cohesion, reduce violence, and promote peace. HIHAO provides assistance to victims of humanitarian *crises* to protect their lives and dignity.

### Job Description:

Under the direct supervision of Executive Director, the Internal Auditor is overall responsible to ensure that the HIHAO's financial and operational activities are in full compliance with laws, regulation, and policies, and to provide assurance to the HIHAO's Management and Stakeholders that the organization's assets are protected and used efficiently and effectively.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensure that the HIHAO's financial records are accurate and up to date by reviewing financial transactions, reconciling bank statements, and maintaining an organized filing system.
- Develop and implement internal control procedures to minimize financial risks and prevent fraud, waste, and abuse of HIHAO resources.
- Monitor and report on compliance with applicable laws, regulations, and policies governing the HIHAO's operations.
- Provide guidance and training to staff on financial and operational policies and procedures.
- Conduct periodic internal audits to assess the effectiveness of the HIHAO's internal controls and make recommendations for improvement.
- Prepare and present quarterly reports on the HIHAO's financial and operational performance to the management and Board of Directors.
- Work closely with the external auditors to facilitate the annual audit and provide necessary documentation and support.
- Support with the Preparation of the annual procurement plan in coordination with the Procurement & Logistics Officer.
- Work closely with Admin HR Officer to make sure that inventory and asset lists are prepared on standard basis and assessment is carried out based on HIHAO policy.
- Review and certify all fund transactions, bank cheques, payrolls, bank reconciliations, etc....
- Review and certify all financial documents such as financial vouchers, procurement contracts, purchase request forms, purchase orders, cash request forms, goods received notes, services received notes, goods distribution list, and so on.
- In consultations with the Management, develop and design an Annual Internal Audit Plan for HIHAO Operations, and implement the same.
- In consultations with the Management, Develop Reporting Mechanisms (reporting time frames & reporting templates) for the Project Internal Audits.
- In consultations with the Management, Develop, design and conduct capacity building mechanisms for Project administration and finance team members (quarterly, annual, beginners and advanced workshops and trainings).
- Contribute to reviewing current HIHAO policies and manuals and ensuring they stay up to date, ensuring full compliance with all legislation.
- Contribute to developing new policies and regulations for HIHAO operations when needed.
- Any other tasks related to the job assigned by the supervisor.

### Job Requirements:

#### Education:

- Bachelor 's degree in Accounting, Finance, Business Administration, or related field.
- Professional certifications such as CPA, ACCA, CIA, or CISA preferred.

#### Experience:

- Minimum 3-5 years of experience in internal auditing, financial control, or a related field, ideally in a non-profit or NGO setting.
- Experience working with donor-funded projects and knowledge of grant compliance is highly desirable.

#### Skills & Competencies:

- Strong understanding of internal controls, risk management, and financial auditing practices.
- Proficiency in financial accounting software and tools (e.g., QuickBooks)
- Exceptional analytical, problem-solving, and communication skills.
- Ability to work independently and handle sensitive information confidentially.
- Knowledge of non-profit financial management, donor regulations, and international accounting standards is a plus.

### Submission Guideline:

Qualified applicants should submit their Applications (CV and Cover Letter) to the mentioned email address: [Jobs@handinhand.org.af](mailto:Jobs@handinhand.org.af), before Mar 31<sup>th</sup>, 2025.

No other documents are needed to be submitted unless invited for an interview. Applications received after the closing date will not be considered.

**Please ensure the subject line of your email should be (Internal Auditor/HIHAO/04/25). Applications without subject line will not be considered.**

### Submission Email:

[jobs@handinhand.org.af](mailto:jobs@handinhand.org.af)

## **Education & Experience**

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Minimum 3-5 years of experience in internal auditing, financial control, or a related field, ideally in a non-profit or NGO setting. ☒ Experience working with donor-funded projects and knowledge of grant compliance is highly desirable.

## **Must Have**

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Bachelor's degree in Accounting, Finance, Business Administration, or related field. ☒ Professional certifications such as CPA, ACCA, CIA, or CISA preferred.

## **Educational Requirements**

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## **Compensation & Other Benefits**

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