

Helen Keller JOB ANNOUNCEMENT

Internal Auditor (Asia & East Africa)

Cambodia or Nepal.

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking an Internal Auditor to join the global Internal Auditing unit. This will be a local hire position based in our offices located in Nepal or Cambodia.

Background

Helen Keller's Internal Auditor unit brings a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. It is an internal resource that provides independent, objective assurance and consulting to our many offices around the world in an effort to continuously improve Helen Keller's operations in support of our mission. The function provides objective assurance on the effectiveness of Helen Keller's risk management framework. It is meant to be preventative and proactive in nature with a strong training component that emphasizes personal responsibility at all levels.

Scope of Work

The Internal Auditor will carry out assigned audits, investigations, and special reviews to assess compliance with Helen Keller's policies, donor requirements, and local regulations; evaluate the efficiency and effectiveness of operations and safeguarding of assets; and verify the accuracy of financial and programmatic reporting. The Auditor will also assess the adequacy of internal controls, prepare concise reports with findings and recommendations, review management responses, and monitor the implementation of corrective actions to strengthen organizational performance.

Functional Relationships

The Internal Auditor is a member of the global Internal Audit team, with a portfolio that focuses on our country offices in Asia and East Africa; the person may be assigned work in other locations from time to time as well. The position reports to the Senior Manager, Internal Audit, who will direct the day-to-day duties of the Auditor. At the local level, the Internal Auditor will report to the relevant member of senior management of the location to ensure local administrative oversight and compliance with all local policies and practices. Ultimately, like the Senior Director, Internal Audit, the Internal

Auditor is accountable to the Audit & Risk Committee of the Board of Trustees to ensure independence of the audit function.

In the course of performing his/her duties, the Internal Auditor will work with staff at all levels of the organization and may be directed to call upon the expertise of other colleagues at Helen Keller throughout the global organization.

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally, are essential to make this structure thrive.

Specific Responsibilities

Audit Planning and Preparation

- Contribute to risk analyses for the Asia and East Africa regions to inform the annual Internal Audit Plan.
- Prepare audit scopes, objectives, and methodologies for assigned audits, investigations, and reviews.
- Schedule kick-off meetings with auditees to outline purpose, scope, and expectations.

Audit Execution

- Perform audits of country offices, subgrantees, or specific functions to identify risks and control gaps.
- Evaluate and test systems and internal controls, maintaining appropriate audit documentation.
- Conduct exit meetings to discuss findings, recommendations, and training needs.

Reporting and Follow-up

- Draft clear and timely audit reports, summarizing results, findings, and recommendations.
- Review management responses and track implementation of corrective actions.
- Perform follow-up assessments to verify completion and effectiveness of corrective measures.
- Review external audit findings (e.g., financial statement audits) before finalization.

Coordination

- Alert supervisors and relevant leadership to any potential conflicts of interest, control weaknesses, or suspected fraud.
- Perform any other internal audit work as assigned.

Qualifications

- BS/BA in Business Administration with a concentration in Finance or Accounting or equivalent experience; CIA or CPA preferred. Certification as Fraud Examiner is an advantage; plus
- Minimum of **five** years progressive experience in auditing, grant accounting, and or management in an organization with remote offices, or equivalent combination of education and experience.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Office of Management and Budgets (OMB) Circular A-81 (now Uniform Guidance 2 CFR Part 200). Experience with Title II projects a plus.
- Knowledge of the Institute of Internal Auditors (IIA) Standards and experience evaluating risk management, control, and governance processes.
- AuditBoard, ACL, or Power BI is an advantage.
- Familiarity with the systems and procedures of non-profit organizations would be an asset.
- Organized, detail-oriented individual with strong quantitative and analytical skills
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Demonstrated ability to meet deadlines in a fast-paced environment.
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information effectively.
- Excellent interpersonal skills, including active listening skills, the ability to communicate effectively across cultures, to negotiate effectively with internal and external colleagues, and to develop and maintain effective working relationships with staff at all levels.
- Excellent oral and written English language skills, including the ability to clearly communicate complex financial and compliance issues into layperson language.
- Highly computer literate with a demonstrated knowledge of accounting and spreadsheet software; familiarity with NetSuite a strong plus.
- An ability to work in challenging and changing environments, to work under pressure with a positive attitude, and to see through challenges to find solutions
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Ability to undertake international travel approximately 25% of time.

Compensation

Helen Keller offers a comprehensive rewards package, including health and dental coverage, paid leave, and professional development. Specific offerings may vary by country in accordance with local laws. The compensation for this position will be aligned with the local salary structure.

To Apply

Qualified candidates should submit a cover letter and resume to HKL.Recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.