**Role Title:** Audit & Compliance Coordinator  
**Division:** Business Operations  
**Location:** Kenya, Philippines  
**Date:** January 2024  
**Employment type:** Full time/Permanent contract with flexible work arrangement  
**Reports to:** Manager, Audit & Investigations  
**Number of direct reports:** None  
**Leadership Band:** Leads Self

### Purpose of the role:

The Audit and Compliance Co-ordinator is accountable for the planning, design and co-ordination of audit, investigation, compliance and accreditation activities across the organisation that are aligned to The Foundation’s strategic framework.

The Audit and Compliance Co-ordinator will own the outcomes of:

1. Assist in the development and maintenance of Audit, Investigation, Compliance and Accreditation plans, schedules, registers, controls library and training materials.
2. Support the evolution of Audit and Compliance digital tools and methodologies.
3. Co-ordinate Audit and Compliance activities, including being first point of contact, providing stakeholders with procedural advice and ensuring that all tasks are completed on time.
4. Organise and participate in meetings, documenting key decisions and action items.
5. Develop strong relationships and collaborate effectively with stakeholders to ensure alignment and completion of activities.
6. Prepare and distribute reports, highlighting achievements and potential risks.
7. Other tasks as requested by your line manager

### Our Capabilities:

**As a member of The Foundation Family you will:**

1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

### Essential Experience:

- Planning and co-ordinating team activities and projects;
- Collaborating, negotiating and partnering with different stakeholders across the organisation;
- Writing reports for senior management;
- Workplace exposure to colleagues from different countries, cultures and regions.

### Skills:

- Excellent work plan design, implementation and maintenance
- Excellent organisation, including multiple task, deadline, priority and stakeholder management.
- Strong communication and interpersonal skills to facilitate collaboration.
- Adept software usage that improves planning, tracking and reporting.

### Desirable Experience:

- Exposure to project management and continuous improvement initiatives;
- Worked with governance, risk, compliance and audit teams;
- Worked within the not-for-profit, non-government organisation and international development sectors.

### Qualifications:

PMP/ CAPM certification is desirable.

### The position involves:

This position is recognised as having “Contact with Children” either direct or indirect  
*(note: all positions are classified as having indirect or incidental contract with children)*

### Travel:

International & Domestic

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

### Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

### To work in The Foundation, you will:

- Be eligible to work in Kenya, Philippines or other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children