# ROLE PURPOSE

**Role Title:** Audit & Investigations Manager  
**Division:** Business Operations  
**Location:** Sydney  
**Date:** June 2023

**Employment type:** Permanent, full time (or part time flexible for a candidate with significant experience)  
**Reports to:** Legal Governance Risk & Compliance Director  
**Number of direct reports:** 0

### Purpose of the role:

The **Audit & Investigations Manager** is accountable for the strategic planning, design and operational delivery of audit and investigations plans and implementation that are aligned to The Foundation’s strategic framework.

The **Audit & Investigations Manager** will own the outcomes of:

1. Design and implement an internal audit plan for The Foundation across 26 countries (currently remote but will involve travel long term).
2. Design and implement a key controls approach for The Foundation to simplify and clarify our control focus.
3. Act as Financial Crime & Investigations Officer for The Foundation including carrying out investigations on safeguarding and speak-up matters in conjunction with the Safeguarding Officer / COO and General Counsel.
4. Be accountable for the financial crime risk domain at The Foundation including managing controls against fraud, money laundering and terrorism financing among other types.
5. Design and conduct financial crime control training as required.
6. Design and implement an assurance approach and framework to build a culture of continual improvement of the control environment including increasing delegation and empowerment of accountability throughout the organisation.
7. Carry out Board and management requested reviews and investigations as requested.
8. Develop strong relationship across The Foundation including at management, in-country and Board level.
9. Be a collaborative member of the Legal Governance Risk & Compliance Team supporting The Foundation to fulfil its goals with integrity.
10. Other tasks as requested by your 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.

### Skills:

- Conveying internal audit results / reports simply and effectively at a range of levels from base to high level management
- Design and implementing plans for audit follow-up
- Managing investigations, ideally cross-border
- Strong Board communication skills

### Qualifications:

CPA / Chartered accountant or audit equivalent and degree in accounting, finance, business or related field is essential. Formal qualifications in conducting investigations is desirable.

### Travel:

Travel to Foundation country offices for audit purposes is a key component of this role. Estimate 5-6 weeks per year.

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.

### Essential Experience:

- 5+ years internal audit experience (NGO, corporate or government)
- Strong experience leading or managing investigations, ideally financial crime related
- Experience working in financial crime controls

### Desirable Experience:

- Strong experience of the regulatory environment impacting the governance, compliance, financial reporting and operational policies of the NFP and international development sector
- Training others, ideally in financial crime or a related area
- Influencing across diverse teams

### 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)*

### 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 Australia and 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

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