Social Development Foundation (SDF)

Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project

Terms of Reference for Assistant Manager (AM), Internal Audit (IA)

In order to ensure proper implementation of the **Resilience, Entrepreneurship and Livelihood Improvement (RELI)** project, the Assistant Manager (AM), Internal Audit (IA) will be responsible for the activities related to the audit under this project. The position based at SDF's head office, Dhaka will be responsible for proper identification of the laps and gaps in the project activities and also assist management to remove the issues. S/he will be accountable to the Managing Director. The position requires spending at least 40% of the time visiting the field level implementation.

1. The Key Responsibility Areas are:

- Prepare audit programme, conduct the field work at the assigned Region, District, Cluster or Community levels and submit Report to the Managing Director/Audit Committee. The internal audit report should also include recommendations to minimize the irregularities found in course of the audit;
- Appraise progressively the soundness, adequacy and application of the internal control systems at the Region, District, Cluster and Community levels;
- Ascertain the extent to which the system of internal control ensures compliance with the SDF's policies and procedures and State laws and regulations. Ascertain that the system of internal control promotes the efficient and effective use of resources;
- Ascertain that the system of internal control operates to ensure that the assets of the different offices in Regions, Districts and Clusters are properly controlled and safeguarded from losses arising from fraud, irregularity or corruption.
- Report any violation in observing the International Accounting Standards/International Financial Reporting Standards (IAS/IFRS), Bangladesh Financial Reporting Standards (BFRS), International Standards on Auditing (ISA), Bangladesh Standards on Auditing (BSA) by any entities of the SDF.
- Liaise with both the external auditors and Foreign Aided Project Audit Directorate (FAPAD) audit team during their proceedings.
- Follow up the internal audit report/findings of the external/FAPAD audit and recommend appropriate action to resolve/settle the objection;
- Confirm compliance with laws, regulations and Government/World Bank Guidelines for SDF activities;

- Visit different location of SDF operation to conduct internal audit which includes the Checking and verification of the proper maintenance of bill vouchers, registers and documents at the village level institutions and RELI Community Societies etc.
- Review the status of the adherence of the statutory policies like VAT, Income Tax deduction, attaching revenue stamps, use of requisite stamp papers on contract documents etc.
- Any other assignment given by the management of SDF.

2. Minimum qualification, experience and competencies require:

- Master's degree in Business Studies/MBA and CA (CC) /CMA (1200 number pass) with at least 5 years working experience in implementing Rural development/ Autonomous bodies/ poverty alleviation program/Donor Financed projects etc.;
- Should have knowledge on participatory development approaches;
- Strong analytical skills for training performance and impact evaluation;
- Must have willingness to work with target beneficiaries in the project areas of Bangladesh and travel to the project villages frequently;
- Must not exceed the 45 years of age on the last date of submission of application for this position as advertised in the national dailies.