

## Society of St Vincent de Paul

### JOB DESCRIPTION 1/3/2024

<b>Job Title:</b>	SVP Ireland Internal Auditor	<b>Job Holder:</b>	Vacant
<b>Reports To:</b>	Role reporting to National Internal Auditor	<b>Location:</b>	SVP House, 91-92 Sean McDermott Street, Dublin 1
<b>Region:</b>	National Office	<b>Date of Job Description:</b>	March 2024

#### 1. PURPOSE OF THE JOB

As an Internal Auditor, you will play a crucial role in assessing the adequacy and effectiveness of the organisation's internal controls and governance processes to ensure and promote transparency, accountability and compliance

#### 2. ENVIRONMENT OF THE JOB

The SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its extensive network of volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing and hostels, community care, shops, administration and other specialist areas.

The Society is Christian based with a strong sense of Gospel values. The founder of the Society, Blessed Frederic Ozanam, was a devout Catholic and his legacy of spirituality remains a key element for volunteer members of the Society and underpins the conduct of conference meetings. It can often therefore be normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at meetings where members are in attendance as this underpins the ethos of the Society. There is no requirement for staff members to actively participate in the saying of prayers but to respect the ethos of the Society and be aware that this practice may occur.

#### 3. GUIDANCE AND AUTHORITY

The job holder will report to the National Internal Auditor and support them in providing pro active advice and guidance to conferences/councils to address immediate needs as well as longer term best practice development.

#### 4. PRINCIPAL ACCOUNTABILITIES

ACCOUNTABILITIES	HOW ACHIEVED
<b>1. Support the National Internal Auditor with the delivery of the Annual Internal Audit Plan agreed by the Audit &amp; Risk Committee.</b>	<ul style="list-style-type: none"><li>• Planning, scheduling and delivery of planned audit assignments from initial stages through to completion.</li><li>• Conducting audit assignments across various activities and locations (both ROI &amp; NI), ensuring compliance with approved policies and procedures.</li></ul>

	<ul style="list-style-type: none"> <li>• Assisting with other ad hoc assignments and investigations, as directed by the National Internal Auditor.</li> </ul>
<p><b>2. Delivery of individual audit assignments across the Society's activities, ensuring that results and conclusions are clearly communicated and followed-up on.</b></p>	<ul style="list-style-type: none"> <li>• Planning and scheduling of individual Internal Audit assignments.</li> <li>• Undertaking audit visits to complete the required fieldwork (ROI &amp; NI).</li> <li>• Completing working papers and reports for the National Internal Auditor to review.</li> <li>• Producing draft and final reports which make recommendations for improvement and mitigate risks.</li> <li>• Providing verbal feedback at the time of audit to the auditee on issues arising and agreeing actions / recommendations.</li> <li>• Once approved by the National Internal Auditor, issuing draft and final reports to pre-agreed circulation lists.</li> <li>• Following up on outstanding responses to draft reports.</li> <li>• Following up on the implementation of outstanding Internal Audit recommendations.</li> </ul>
<p><b>3. Maintain key stakeholder relationships</b></p>	<ul style="list-style-type: none"> <li>• Report directly to the National Internal Auditor.</li> <li>• Build, manage and maintain relationships with all levels of staff, Members and volunteers to ensure effective delivery of the Internal Audit service.</li> </ul>
<p><b>4. Ensure that internal audit files and working papers are kept up to date at all times.</b></p>	<ul style="list-style-type: none"> <li>• Completion of audit work and working papers in line with the <i>Global Internal Audit Standards</i>.</li> </ul>
<p><b>5. Maintain current awareness of external environments and the impact on existing functional processes.</b></p>	<ul style="list-style-type: none"> <li>• Keep up to date with legislation, best practice and regulations governing the Charity sector and relevant practices.</li> </ul>
<p><b>6. Policies and Procedures.</b></p>	<ul style="list-style-type: none"> <li>• Where appropriate, recommend updates / improvements to Society policies and procedures to help ensure that they address all major internal control and risk areas.</li> </ul>
<p><b>7. Conduct any reviews or tasks requested by the National Internal Auditor.</b></p>	<ul style="list-style-type: none"> <li>• Assisting with co-ordination of Volunteer Auditors.</li> <li>• Other Internal Audit related duties as required by the National Internal Auditor.</li> </ul>

## 5. CHALLENGES

There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy with the Society.

- Acceptance of the dynamic of a complex, national, membership organisation and an understanding of how this both contributes to and constrains the work.
- Influencing others not under direct authority.

## 6. OTHER INFORMATION

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/change.

The Society is committed to the Right to Disconnect Code of Practice which applies to all employees irrespective of where they work, be that office, service, home or other remote location, or their working pattern, either core, shift, or flexible hours.

Given the nature of our organisation, employees may request or be required, depending on their role and agreement of management, to work in a more flexible manner and occasionally outside of their normal/standard working hours. Certain roles by their nature may have a requirement to work evenings or weekends and may be on a shift pattern (as detailed in the written particulars of employment), others may be required to attend evening or weekend meetings with members or may be subject to annual peaks and troughs in the workload. These are usually normal, expected, and foreseeable work-related requirements and staff should ensure that they receive the required breaks and compensatory leave as detailed in the Society's Time off in Lieu policy. Employees are responsible for notifying their manager in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break within one week.

## 7. EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS TO UNDERTAKE THE ROLE AT A FULLY ACCEPTABLE LEVEL

### EDUCATION

- Qualification in Internal Audit, accountancy or similar (CIA, CMIIA, ACCA, ACA, etc)
  - At least 3 years' post qualification experience in finance, Internal Audit or External Audit.

### OR

- A minimum of 5-8 years proven experience in internal audit
- Experience in the area of risk management and governance would also be beneficial

### KNOWLEDGE

- Knowledge of the Society and of its mission and values
- Knowledge of needs and issues of those affected by poverty and disadvantage
- Previous knowledge of the not-for-profit sector an advantage and the risks associated with service provision

- Knowledge and understanding of the importance of successful project implementation
- Knowledge and understanding of the issues and concerns of SVP volunteers and staff
- Proven knowledge of Project management methodology
- Experience of stakeholder management and proven ability to influence
- Ability to provide leadership and direction to Various stakeholders
- An understanding and appreciation of the dynamics of a complex national, membership organisation and an understanding of how this both contributes to and constrains work.

#### **EXPERIENCE**

- Solid understanding of risk and internal controls.
- Strong organisational and planning capabilities.
- Excellent analytical and problem-solving skills.
- Exceptional attention to detail and accuracy.
- Strong written and verbal communication skills, with an ability to provide clear instruction and guidance.
- Ability to work independently and collaboratively as part of a team.
- Experience of working to deadlines and delivering under pressure.
- Proficient in using accounting software and Microsoft Office applications.

#### **Other Requirements**

- Full clean driver's licence with own car / access to a car.
- Be available for frequent travel throughout Ireland including overnight stays on occasion

#### **SKILLS**

- Capacity to manage complex cases and multiple stakeholder perspectives.
- Excellent verbal and written communication skills - confident and articulate communicator liaising with both internal and external stakeholders
- Agile and flexible in work style and communication
- Ability to work on own initiative
- A solutions focused approach to the challenges that arise
- Manage a complex workload

#### **The person must also demonstrate the following competencies:**

- Communications – *strong communicator with excellent people skills*
- Influencing and Negotiating – *ability to build relationships, internally and externally*
- Planning, Organising and Prioritising – *works to optimise outputs*
- Effective Working Relationships & Team Culture – *Builds effective working relationships both internally and externally*

#### **The person must also demonstrate the following personal attributes:**

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

## 8. COMPENSATION AND BENEFITS

All SVP benefits are subject to the prevailing policy and associated length of service requirements

Pension	A core DC pension offering with a 5% employer and employee contribution, and an option to increase to 7% employer contribution on a matching basis
Life assurance	Four times salary
Sick pay	Entitlement to sick pay following 13 weeks, with level of entitlement increasing with length of service (Subject to terms of policy)
Health plan	Group discount for Hospital Saturday Fund (HSF)
Annual leave	23 days annual leave for all staff. Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
Discretionary days	2 Discretionary days (Christmas Eve & Good Friday)*
Maternity/ Adoptive leave	18 weeks full pay for staff with more than 12 months service
Paternity leave	2 weeks full pay for staff with more than 12 months service
Christmas Voucher	€250 voucher for all staff (Subject to terms of policy)
Employee Assistance Programme (EAP)	6 counselling sessions provided per annum
Life Appreciation recognition	Additional one-off 5 days annual leave allocated in year that 25, 30, 35 & 40 years service achieved, plus €250 voucher
Retirement	Staff with 10+ years service will receive a €250 voucher on retirement
Education Support	Fee support up to €1,500 for job relevant courses, plus exam and study leave Further Education Support (Subject to terms of the policy)
Hybrid/Flexible Working Available	SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy (Where appropriate and subject to role requirements and policy)
SVP Experience Day	Up to one discretionary day per year to experience a different aspect of the work of SVP (Subject to conditions)

## 9. MAIN TERMS AND CONDITIONS

<b>Contract Type:</b>	Permanent, full time
<b>Hours:</b>	37.5 hours per week
<b>Pension:</b>	5% or 7% employer contribution 5% or 7% employee contribution
<b>Salary:</b>	€45,000 per annum

## 10. STRUCTURE CHART

The job holder will report to the National Internal Auditor.

The information contained in this job description is a true and accurate reflection of the job as at the date specified.

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Job Holder

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Line Manager