



ELILI Social Microfinance

is seeking

An Internal Auditor

(Liberian Nationals preferred, women applications welcome)

Duty station: Gbarnga with weekly trips to Zorzor

PRESENTATION

To improve food security and climate resilience in landlocked areas of Liberia, Entrepreneurs du Monde is opening a social microfinance institution **ELILI Social Microfinance** using the developed and deployed methodology in 8 countries, covering 152,592 people, 87% of them women. The methodology of EdM involves offering loans to the beneficiaries without asking for any collaterals, guarantor or joint liability among the group. ELILI offers 4 interlinked services: training, savings, loans and agricultural advice.

ABOUT THE POSITION

The internal auditor is responsible for ensuring compliance of the operations and activities of ELILI Social Microfinance with the procedures in force; he / she must make sure that the said procedures enable the program to provide quality services in an efficient and controlled manner, and in compliance with the vision and mission of the institution.

TASKS

To ensure these roles, under the hierarchical responsibility of ELILI board of director and the functional responsibility of EdM risk management technical manager, the IA will:

I. Conduct audit on regular and unregular basis upon the demand of the BoD or according to the annual audit plan

- Work according to the agreed Internal Audit Plan and internal audit policy approved by the Board of Elili's Executive director to perform regular reviews of the operations and unscheduled audit and spot check upon the request in the field and in head office;
- Assess the safety, appropriateness, effectiveness and efficiency of ELILI 's operations as well as reliability of financial reporting through unscheduled inspections, regular weekly and monthly checks;
- Conduct regular field visits, and surprise checks both on the field and at head office.
- ensure the compliance with the policies and systems to prevent the risk of client over-indebtedness
- Leads any special audit, investigations, examinations or reviews on frauds, suspect cases or irregularities requested by the ED , staff or the chairman of Board.
- Insure an effective complain management system is in place
- Produce monthly audit reports and maintain report systems across management and report to the GM, to the BOD and Risk advisor of Entrepreneurs du Monde.
- Express an overall impression of the audit without fear or favor to the management
- Draw attention to any failure to take remedial action
- Keep relationship with External Auditors on Internal Control Report to work on finding issues and action taken
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2. Ensure the quality of ELILI policies, procedures and management tolls

- Review yearly the adequacy of the ELILI's system of internal controls and suggest improvements.
- Insure that policies and current practices complies to ELILI's mission
- Identify and measure all types of risk including institutional, operational, financial and external risks
- Ascertain the extent of compliance with established policies, procedures and instructions;
- Recommend improvement in policy, process and procedures to mitigate and prevent risks;
- Insure assets are safe and verify their existence and conditions (inventories);
- Check compliance with applicable laws and regulations;
- Conduct follow-ups to ensure issues encountered have been fixed by concerned person.

3. Ensure ELILI compliance with Anti-money laundering (AML) rules

- Maintain awareness of any updates in national regulations as regards AML procedures.
- Ensure completeness and regular updating of all policies and procedures as regards AML. In case of necessary updating of any of the AML policies or procedures, approval of Chairman/ chairwoman of board will be required for finalization and implementation.
- Train all staff on AML policies and procedures at ELILI. This includes a short session to be had with all new incoming staff, as well as refresher courses as required to current staff.
- Ensure compliance and implementation of all AML procedures through appropriate internal control
- First point of reference for all staff to declare any activities that may be considered as potential money laundering operations
- Declaration of such case ,if relevant , to the appropriate local authority

4. Other responsibilities

- Reporting any useful information to the direct supervisor;
- Performing all other tasks assigned to him/her by his/her direct supervisor;

PROFILE:

Priority will be given to Nationals. Women applications welcome.

Education: Bachelor degree

Language: Fluent/Proficient in English, Kolokwa and Kpelle mandatory, fluency in Lorma will be considered an asset.

Professional experience: 3 years of experience at the same position

Motorbike driving license and computer skills is mandatory

Prerequisites:

- Experience in MFI
- Field appetite
- Seriousness and rigor
- Discretion and respect for confidentiality
- Sense of organization
- Sense of contact and relational: excellent interpersonal skills and verbal communication skills
- Listening skills
- Strong autonomy
- Ability to manage and work in a team
- Punctuality and regularity
- Analytical mind



- Have good writing skills

CONDITIONS:

- Status: fixed term contract
- Post based in **Gbarnga with weekly travels to Zorzor.**
- Starting date: ASAP.
- Salary: basic salary 750 USD
- Medical assurance for the employee, a partner and 2 children.
- Interviews and tests will be organised in Gbarnga. Travel expenses related to recruitment are not covered by ELILI.

Documents to be transmitted:

- CV (maximum 4 pages)
- Cover letter to be written in English language (maximum 1 page)

Send your documents under the subject "Internal Auditor", to the e-mail address:

recruitment@elili.org

**Incomplete applications will not be considered.
CVs longer than 4 pages will not be considered.**

Application submission deadline: Friday 11th of October 2024