

Housing Authority

Position Description: Manager Internal Audit, Risk & Compliance

Position	Manager Internal Audit, Risk & Compliance
Incumbent	Vacant
Reports to	Chief Executive Officer
Date	
Reporting Positions: Senior Internal Auditor Corporate Governance Risk & Compliance Officer Internal Auditor	
Purpose: Responsible for the overall Design, implement and oversee the Internal audit, Risk Management Framework and Risk appetite statement aligned to best practice and ISO 31000 and operating independently of other departments. This position reports to the Finance & Audit Sub-Committee of the Board of Directors, administers the Audit Policy, and coordinates the activities of the Authority's external auditors. This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet ongoing needs of the Authority.	
Accountabilities: The Jobholder has the following accountabilities: <ol style="list-style-type: none">1. Preparation of Annual Internal Audit Plan and oversee the execution of the internal audit program as per timelines.2. Preparation of Internal Audit Report and other deliverables based on specific engagement requirements.3. Ensure obligation register is in place and compliance assurance activities are undertaken.4. Coordinating Risk and Compliance assessments5. Investigating, Monitoring and reporting of incidents and breaches.6. Identifying areas of control deficiency and making recommendations for improvements.7. Working on the risk and compliance system and process improvement initiatives.8. Develop and implement internal auditing policies, procedures, and program.9. Survey functions and activities in assigned areas to determine the nature of operations, and adequacy of the system of control to achieve established objectives.10. Supervise or conduct independent audits of the Authority's records and activities, and prepare varied analyses of the departments, and branches for management.11. Advise top management and the Finance & Audit Sub-Committee of the Board of Directors on audit, and internal control matters.	

12. Ensure that the internal audit department activity maintains its independence and objectivity.
13. Continuous engagement with other Divisional Levels to understand the ongoing risks within the HA business and support the Authorities in addressing the issues on a timely manner.
14. Engage with business to proactively provide advisory to Chief Executive Officer and guidance on risks and controls for new projects, programs and initiatives.
15. Identifying HA business process risks and undertake audit activities to ensure that high risk areas are subject to greater focus than low risk areas.
16. Ensures that the audit plan concentrates on key business processes and controls, including major projects as identified by the Authority.
17. Ensures that audit department recommendations (issues) are limited to areas that will make a real difference to the organization.
18. Developing recommendations and reports based on audits and presenting these ideas to Chief Executive Officer and HA Management.
19. Planning and allocating resources and individuals in accordance with skills and schedules.
20. Innovation and change – understand what the Authority wants to achieve, embrace and drive change.
21. Identify opportunities during HA audits, stakeholder management and networking which can enhance process improvement and streamline processes.

Working Relationships:

Internal

Chief Executive Officer
 GM Customer Relations
 GM Lending
 GM Finance & Administration
 GM Land & Housing Development
 Manager Human Resources & Training

External

Financial Institutions and Auditors Institutes (KPMG, PWC)
 HA Stakeholders
 Government statutory bodies
 HA Customers

Major Challenges:

- To ensure that the Authority has the ability to achieve its objectives through its employees;
- To drive change management in order to create an organisational culture that improves employee commitment, motivation, and productivity

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- A Degree qualifications in Accounting, Finance, Business Management, Auditing or a related discipline
- Strong background and experience with auditing, Risk management and Compliance
- Member of Institute of Internal Auditors or Internationally recognized professional body.
- A sound knowledge of Audits processes
- Excellent written, oral communication ability and presentation skills
- Strong time management and organizational skills
- Good management and reporting skills
- Strong people management and negotiation skills
- A proven ability to identify areas that need improvement and implement sound change management
- Excellent leadership skills
- Good understanding of HAF's strategies, policies, procedures and operational guides

Position Holder: Vacant

Date: _____

Chief Executive Officer: _____

Date: _____