

Institution	Rwanda Green Fund (FONERWA).
Job Title:	Project Audit Analyst
Administrative Unit:	Office of the Chief Executive Officer
Job Level and Grade:	2.III
IV:	500
Index:	1890
Report to:	Board of Directors with a copy to Chief Executive Officer
Responsible for : Internal Audit Specialist	
Functions	Tasks
Prepare annual audit plan for projects	<ul style="list-style-type: none"> ▪ Consults the Fund Departments/Units for collecting information regarding their annual project activities. ▪ Identify and evaluate the Fund risks in all auditable areas in projects and prepares a risk-based audit plan. ▪ Prepares a risk-based audit plan for projects. ▪ Designs the annual audit plan for projects with clear timing and provide schedule for reports on the performance of the internal audit function. ▪ Ensures that the annual audit plan for projects is approved by management of the Fund and submitted to MINECOFIN for approval.
Carrying out financial review (Monthly and quarterly) for projects	<ul style="list-style-type: none"> ▪ Conduct quality review of financial statement by carrying out project audits that evaluate the controls over revenues, expenditures, assets and reliabilities designed to optimize the efficient use of resources and effectiveness of operations. ▪ Put much emphasis on the appropriateness of accounting records and reliability of financial reporting of projects. ▪ Reviews all payment under projects done during the period under review for example monthly, quarterly, etc. ▪ Provides findings to the concerned departments/units under audit. ▪ Provides final audit reports of projects to the Chief Executive Officer. ▪ Gives advice on the appropriateness of accounting records and financial reporting. ▪ Where appropriate, assess any allegations of wrongdoing or breaches of government standards of conduct.

Carrying out annual systems audits for projects	<ul style="list-style-type: none"> ▪ Assesses whether projects current internal systems controls are adequate to identify risk and provide assurance on adequacy and effectiveness of risk management practices. ▪ Review and make a judgment on the whole range of controls in projects including those relating to achieving value for money and prevention and detection of fraud and corruption. ▪ Review the existing and new information systems in projects to assess the quality of controls and the relevance and reliability of system output. ▪ Establish logical and systematic methods of identifying, analyzing, evaluating, treating, monitoring and communicating the risks associated with the Fund projects, activities, functions or processes in a way that will enable the Fund to minimize the losses and maximize opportunities. ▪ Helps management to improve efficiency in project implementation and to ensure that governance, risk management and internal control systems are operating efficiently and effectively. ▪ Assess risks to funded projects and advice the management on corrective actions. ▪ Carry out periodic spot-checks and audits to the Fund funded projects.
Carrying out compliance audits on projects	<ul style="list-style-type: none"> ▪ Conduct project audits to assess controls, operational and technical efficiencies and compliance with national procedures. ▪ Examine adherence to any policy, contractual, regulatory and legislative requirements.
Providing advisory services on projects	<ul style="list-style-type: none"> ▪ Participates in significant initiatives and priorities and providing solutions to financial and other internal controls issues on projects. ▪ Safeguards his/her objectivity and ensure he/she is not playing management roles.
Following up audit recommendations on projects	<ul style="list-style-type: none"> ▪ Reviews management responses to internal audit and Office of the Audit General recommendations on projects. ▪ Prepare a monitoring reports including status of implementation of recommendations and corrective action plan (quarterly) and submit them to the Senior Management.
Preparing consolidate Quarterly Internal Audit Report (QIAR)	<ul style="list-style-type: none"> ▪ Summarizes Internal Audit activities in a consolidated report to be submitted to the to the Senior Management. ▪ Send copies of the reports to the Chief Executive Officer and to the office of Government Chief Internal Auditor (GCIA). ▪ Represents projects internal audit in Senior Management meetings.
Supervision	<ul style="list-style-type: none"> ▪ Set KPIs for direct report(s). ▪ Practice and actively support teamwork within and beyond the organization. ▪ Demonstrate and spur the creative spirit to catalyze results-oriented innovation. ▪ Provide direction and required support. ▪ Manage performance and ensure documentation of the process.
Job Specifications/Profile	
Relevant Qualifications	

A Master's degree in Auditing, Finance, Accounting, Commerce (with an option of Finance or Accounting) or Business Administration (with an option of Finance or Accounting).

Professional Certification

An auditing professional qualification recognized by the Institute of Internal Auditors-Rwanda: Certified Internal Auditor (CIA) Certified Government Auditing Professional (CGAP), Certified Financial Services Auditor (CFSA), Certification in Risk Management Assurance (CRMA), Certification in Internal Control Self-Assessment (CCSA), or Qualification in internal Audit Leadership (QIAL).

Required Experience

At least 5 years of relevant working experience as an auditor (internal or external auditor), financial controller, or organization risk management.

Required Competencies

- Proficiency in applying internal audit standards, procedures and techniques required in performing engagements.
- Understanding of management principles to recognize and evaluate the materiality and significance of deviations from best practices.
- Application of fundamentals of subjects such as accounting, economics public administration, law, finance, and information technology. Each auditor should be fully qualified in at least one of the required disciplines but need not to be qualified in all of the disciplines.
- Skills in dealing with people and communicating clearly and effectively to convey such matters as engagement objectives, findings, conclusions and recommendations.
- Knowledge of technology tools such Microsoft applications, electronic working papers, and ability to use technology, in particular computer-assisted audit techniques to support audit testing and analysis.