



JOB DESCRIPTION

Internal Audit Manager

Jakarta
January, 2025

I. JOB IDENTITY

Job Title : *Internal Audit Manager*
Directorate : *CEO Office*
Direct Supervisor : *Chief Executive Officer*
Work Scope : *National*
Location : *Jakarta*

II. PURPOSE OF THE POSITION

The Internal Audit Manager is responsible for developing the strategy, planning and implementation for the Internal Audit unit within WWF Indonesia and subsidiaries. This includes identifying the necessary support requirements for the organization, offering confidential advisory services, and formulating relevant policies in alignment with WWF Indonesia's strategy, goals, and applicable rules and regulations. The aim is to enable the successful achievement of WWF Indonesia's and subsidiaries objectives while ensuring that operational activities are minimally disrupted.

III. ROLES & RESPONSIBILITIES

A. Planning and Strategies

- Design and develop working plan and strategy of Internal Audit Unit activities; determine priorities and oversight the quality of work outputs in accordance with WWF Indonesia requirements and objectives as determined in consultation with the management and the Board.
- Regularly assess emerging risks and adjust audit plans accordingly.

B. Implementation

- Analyse, develop, and implement audit approach, policies, procedures, and system in response to risk identified and taking into account the assurance and information needs by the Executive Board, donors, and other stakeholders (ex: external auditor)
- Set in place an audit policy, including periodical audit assessments and reporting system
- Signal and monitor the deviations in the application of policies and procedures and advice on improvements if necessary
- Direct and manage periodical audits to ensure compliance with financial regulation, staff rules and work performance indicators
- Ensure the investigation activities are in conformity with the WWF-Indonesia Financial, and Operation Procedures



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- Assist Board Executive and CEO and provide advices, in confidential, at request or at own initiative regarding to the implementation of the assigned discipline policy, procedures, current system, management practices, performance standards and best practices including providing recommendations for improvement
- Ensure that allegations of wrongdoing are swiftly assessed and investigated, preparing the basis for decisions on disciplinary or administrative actions
- Provide advice and recommendations on improvement of the various functions of WWF-Indonesia
- Manage and facilitate WWF Indonesia's needs within the assigned discipline in accordance with organization's objectives and activities
- Manage audit services (both for the purpose of compliance, efficiency, and improvement) effectively to all division resources, including financial, physical, human resources, information technology and projects, and take lead on risk management
- Provide guidance and direction to staff in area of responsibility on professional matters
- Perform special or any ad-hoc audits as tasked by CEO and Executive Board
- Ensure information, keep information up to date, monitor internal and external development, attend to relevant seminars and share relevant information through organized workshops
- Conduct relevant seminars for staff in relation to sound management practices as required from time to time
- Functionally lead, coach, develop members of the own team, and give input for appraisal
- Foster teamwork and collaboration within the division and across WWF-Indonesia
- Monitor the implementation of audit recommendations and track their progress.
- Stay updated on developments in audit methodologies, technologies, and regulatory requirements.
- Promote a culture of accountability, transparency, and continuous improvement across the organization.

C. Reporting

- Ensure periodical reporting, quantitative and qualitative, according to defined formats and guidelines
- Report to the Board Executive and CEO on all audits including recommendations for continuous improvement and assist them as and when it is required
- Monitoring audit follow up and coordinate progress report
- Provide regular update report to CEO and the Executive Board



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IV. AUTHORITY

Internal Working relationships:	<ul style="list-style-type: none"> Coordinate closely with the People and Operation Team, Executive Office Team, Finance & Administration Team, Quality and Knowledge Team, Partnership & Communication Team.
External Working Relationships:	<ul style="list-style-type: none"> Coordinate closely with external parties such as National and Local Government, CSOs, Communities, NGOs, Private sectors, Universities, Research Institutions, Donors, and other WWF Network Offices.

V. REQUIREMENT

In order to successfully carry out the above-mentioned primary responsibilities and meet the organization's objectives, it is required to meet the following requirements:

Knowledge & experience	<ul style="list-style-type: none"> Minimum S1 (Bachelor degree) preferred from S2 (Master degree) At least 10 years for S1 and 5-8 years for S2 working in relevant positions
Required Skills and Competencies	<ul style="list-style-type: none"> Professional Certification: <ul style="list-style-type: none"> Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) will be highly valued. Other relevant certifications such as Certified Information Systems Auditor (CISA), Certified Risk Management Assurance (CRMA), or other related certifications will also be a plus. Familiar with Standard Operating Procedure in professional Manner, Donor Regulations and Government Regulations Solid experience in public policy development and negotiation, and experience in briefing senior officials Strong knowledge of auditing principles, risk management, and internal controls. Proficiency in financial analysis, reporting, and auditing software/tools. Excellent communication, presentation, and interpersonal skills. Strong analytical and problem-solving abilities. Ability to manage multiple priorities and meet deadlines.



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Core competencies	<ul style="list-style-type: none"> • Demonstrate WWF behaviors in the way we work: Striving for Impact, Listening Deeply, Collaborating Openly, Innovating Fearlessly. • Open-mindedness & receptiveness to new ideas
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VI. VALUE IMPLEMENTATION

<i>Courage</i>	<ul style="list-style-type: none"> • Strive for impact – we set and achieve ambitious goals • Take risks, even when we are afraid of failure, and we innovate fearlessly • Take decisions and act on them • Speak up, even when it's hard
<i>Integrity</i>	<ul style="list-style-type: none"> • Walk the talk – do what we say we will do • Hold ourselves and others accountable to the values we stand for • Acknowledge and challenge our own assumptions and biases • Take responsibility for our actions and their impact
<i>Respect</i>	<ul style="list-style-type: none"> • Create a safe and equitable space for dialogue • Value others' time, priorities, and contributions • Listen deeply, and without judgment to see through others' eyes • Treat everyone fairly, and champion diversity and inclusion
<i>Collaboration</i>	<ul style="list-style-type: none"> • Build trust and relationships • Ask for and offer help • Share knowledge while recognizing the expertise of others • Intentionally create and support diverse alliances

At Yayasan WWF Indonesia we are committed to creating an inclusive working environment, where diversity is valued and there is equality of opportunity. We therefore welcome applications from all sections of the community, and we offer a range of benefits to encourage a work life balance.