



JOB VACANCY ANNOUNCEMENT

Position : Internal Audit and Review Consultant
Location : Accra, Ghana
Start Date : November 2024

INTRODUCTION

Established in 2011, The Global Shea Alliance (GSA) is a non profit industry association based in Accra, Ghana. GSA currently has 849 members from 36 countries including food and cosmetic brands, suppliers, women's groups, non profit organizations, affiliates and national associations

Through public private partnerships, the GSA promotes industry sustainability, quality practices and standards and demand for shea in food and cosmetics. We implement the following activities:

Quality

- Quality trainings for women's groups on kernel collection, processing, and storage.
- Implementation of kernel quality standards in collaboration with members and national/regional standards bodies.
- Small business trainings including accounting, marketing, packaging and formulation workshops.

Promotion

- Annual international conferences in West Africa, Europe, and the United States.
- Annual African cosmetics brand exhibition.
- International policy analysis and advocacy to remove trade barriers.
- Research on shea benefits in food and cosmetics.
- African national association development.
- International consumer and industry media engagement.

Sustainability

- Implementation of multi-stakeholder guidelines for sustainable business practices.
- Large-scale development projects including warehouse construction, business development trainings, health and safety initiatives, parkland management, improved planting materials, and conservation pilot projects.



The GSA intends to fill a vacancy for the position of Internal Auditor to perform internal audits and review of controls and processes to ensure strict compliance to internal policies and statutory requirements. This is a one year contract, renewable every year, based on performance. Employee/consultant will be required to work 2 days per month and paid a daily rate of an amount to be determined by the consultant and GSA.

DUTIES

Internal Auditor duties are:

- Develop and execute audit plans to evaluate the GSA's financial, operational and compliance processes
- Conduct audit of the organisation's finance and administrative procedures and identify potential risks and gaps
- Assess the effectiveness of internal controls and ensure compliance with relevant accounting standards, regulations and company policies
- Review financial transactions (including payments and receipts), contracts and other relevant documents of the organisation to ensure compliance with GSA internal policies and procedures. This includes adequacy of supporting documents, compliance with donor requirements, filing and security around files and documents, compliance with taxes, amongst others
- Review project financial reports to ensure compliance with donor requirements
- Prepare audit reports summarising findings, key risks and recommendations for improvements to Managing Director and collaborate to implement corrective actions and monitor progress on audit findings
- Proactively identify opportunities to improve the efficiency and effectiveness of GSA's financial and operational processes
- Assist GSA to prepare for external audits

JOB SPECIFICATION

Education

- Postgraduate degree in Finance/Accounting and/or a Chartered Accountant (ICAG or ACCA) or its equivalent in a related field

Experience

- Ten (10) years **audit** working experience with donor funding projects



Knowledge & Skills

- Considerable knowledge and understanding of Accounting Standards and related regulations relating to NGOs
- Good planning and organisational skills
- Excellent analytical ability and problem solving skills
- Excellent communication and presentation skills, proficiency in French is an added advantage
- Ability to develop and maintain professional relationships with stakeholders and work effectively with all categories of employees
- Knowledge of project management
- Good knowledge in the use of accounting/financial software and tools, SAP, Microsoft Word, PowerPoint, Excel, internet etc
- Willing and capable of travelling to project site occasionally: Within Africa and sometimes internationally

Other

Internal Auditor will report to the GSA Managing Director

To apply, please send your CV and cover letter to msakyi@globalshea.com by 15 November 2024.