|  |  |  |
| --- | --- | --- |
| **ROLE PROFILE: Chief Assurance Officer** | |  |
| Position Title: | Chief Assurance Officer |
| Position ID: | 114 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Team** | Finance | **Grade** | M5 |
| **Reports To (Title)** | CFO | **Contract Length** | Permanent |
| **Location** | Any approved Save the Children office location | **Time-zone**  *(that the role*  *holder must be*  *available to work in)* | Europe, WCA, ESA, MENAEE Time Zones (UTC/GMT + / - 3 hours) |
| **Languages** | English essential, Arabic/French/Spanish desirable | **Headcount** | 1 |

|  |
| --- |
| **Team and Job Purpose** |
| **Team purpose**  The global **Save the Children Association** includes Save the Children International, Save the Children Members and other Save the Children entities. **Global Assurance** (GA) supports the Boards and management of these organisations by evaluating the adequacy and effectiveness of the governance, risk management, control and oversight systems in place.  **Role purpose**  The CAO leads the Global Assurance function for the Save the Children movement, delivering high-quality, independent, and strategic audit and assurance services. Playing a key role in strengthening the organization's risk and control environment and fostering a culture of accountability, the CAO’s scope encompasses, amongst others, three of the movement’s largest entities – Save the Children International (annual income $1.4 billion), Save the Children US (annual income $1 billion), and Save the Children UK (annual income $0.4 billion). Accountable directly to the Audit Committees and Boards of these entities, the CAO reports organisationally to the Chief Financial Officer and provides strategic and ethical hands-on leadership. |

|  |
| --- |
| **Principal Accountabilities** |
| * Provides inspiring leadership to Save the Children’s Global Assurance function across multiple global hubs (and serving multiple Save the Children entities) – building strong professional capability and a culture of excellence and continuous improvement * Acts as the Association’s senior global lead on internal audit/advisory provision, providing strategic and intellectual leadership on auditing the risk, internal control and governance arrangements across entities that are audited by GA * Drives an Association-wide methodology, practice, and ‘products’ for GA’s work – rooted in the IIA’s new Global Internal Audit Standards; and in a manner that is cost-effective, aligned to our global strategy and risk framework * Ensures the development of the annual audit plans for all entities audited by GA – based on meaningful risk assessments and a sound understanding of shared risks, for the approval and endorsement of their respective Audit and Risk Committees * Delivers high quality annual programmes of work across all entities to provide assurance over their risk and internal control culture, and alignment to global strategy. Discusses with CEOs and senior leaders results from the audit work undertaken in their organisations and makes pragmatic recommendations to resolve audit findings * Effectively positions Global Assurance as a key business partner in identifying the key strategic issues for the attention of the SCA and individual Member/National Boards, and helps senior leaders better understand risk and internal control challenges through relevant, concise, and insightful ‘products’ * Builds a strong and meaningful partnership with the Chief Risk Officer, and critical ‘second line’ functions across the Association (including but not limited to Safeguarding, Counter-Fraud, Risk Management, Safety and Security, and Legal Compliance) to further the organisation’s risk and internal control culture in an increasingly joined-up manner * Supports – especially through the CAO’s Annual Statement on Risk and Internal Control to the Board – the Trustees of all entities in fulfilling their governance responsibilities through an effective articulation of the root causes for the challenges that the organisation is experiencing. |

|  |
| --- |
| **Budget** |
| Team operational budget of c.$1 million |

|  |
| --- |
| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 18  Manager of a team: Yes  Team Manager (manager of multiple teams): Yes |

|  |
| --- |
| **Size of Remit** |
| Global |

|  |
| --- |
| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 20% |

|  |
| --- |
| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Audit and Risk Committees of all audited entities * Senior Leadership Team of SCI * Leaderships of Members * Chief Risk Officer   **External** |

|  |
| --- |
| **Competencies** |
| Cluster: Leading  Competency: Leading and Inspiring Others  Level: Leading Edge  Behavioural Indicator: Inspires people to reach the highest standards of performance and to feel a sense of pride in belonging to the organisation.  Cluster: Leading  Competency: Delivering Results  Level: Leading Edge  Behavioural Indicator: Builds a culture of quality and focuses on ongoing performance improvement.  Cluster: Thinking  Competency: Problem Solving and Decision Making  Level: Leading Edge  Behavioural Indicator: Identifies and addresses root causes of long-term problems facing the organisation.  Cluster: Thinking  Competency: Innovating and Adapting  Level: Leading Edge  Behavioural Indicator: Promotes a culture and work environment where teams are encouraged to develop new ideas, take risks and learns from failures  Cluster: Engaging  Competency: Networking  Level: Leading Edge  Behavioural Indicator: Drives external networks and partnerships in the sector and beyond.  Cluster: Engaging  Competency: Communicating with impact  Level: Leading Edge  Behavioural Indicator: Delivers influential advice and briefings to internal and external audiences to build the call for action. |

|  |
| --- |
| **Experience and Skills** |
| **Essential**   1. **Visionary Strategic Leadership:** Demonstrable ability to establish an ambitious vision and implement strategies that align with our organisation’s mission and goals, even in the face of uncertainty and ambiguity 2. **Senior-level Internal Audit Expertise:** Leadership experience in internal audit within an international context; and demonstrable experience of collaborating with senior stakeholders to enhance the control environment 3. **Strategic Advisor to Audit and Risk Committees:** Demonstrable experience in advising Audit and Risk Committees to effectively fulfil their governance responsibilities 4. **An Effective Mediator and Negotiator:** An effective diplomat, with strong negotiation, influencing, and mediation skills and a demonstrable ability to maintain objectivity and independence in the execution of internal audit work 5. **Strategic and Outcome-Focused Thinking:** A strong conceptual and strategic thinker with a clear ‘outcomes’ focus and demonstrable ability to focus on key issues and the ‘big picture’, able to craft an assurance strategy that meets organizational and oversight requirements in a global, complex and culturally diverse setting, beyond a ‘compliance-only’ approach 6. **Results-oriented:** Proven ability to achieve outcomes aligned with key organizational goals while navigating multiple, competing risks and demands 7. **Ethical Leadership with Integrity:** Commitment to exemplifying and upholding the highest standards of integrity and ethical conduct, ensuring compliance with legal and regulatory requirements 8. **Champion of Innovation and Improvement:** Proven experience in driving continuous improvement and innovation, fostering a culture of creativity and excellence to stay ahead of industry trends 9. **Talent Development:** Proven track record in investing in the growth and development of team members, with a commitment to nurturing and unlocking the potential of teams 10. **Exceptional Communication:** with the ability to inspire and engage colleagues at all levels, fostering a sense of purpose and commitment   **Desirable**   * Experience of working in a global not-for-profit organisation * Arabic, French, or Spanish language skills |

|  |
| --- |
| **Education and Qualifications** |
| **Essential**   * Internal audit qualification (CIA) or equivalent   **Desirable**   * Further specialist risk, audit, finance or IT qualifications |

|  |
| --- |
| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

|  |
| --- |
| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 31/7/2024 | Sam Sharpe |  | Sam Sharpe |
| 2 | 15/9/2024 | Sam Sharpe |  | Sam Sharpe |
| 3 | 5/11/2024 | Sam Sharpe | Veesh Sharma | Sam Sharpe |