


ROLE PROFILE: CHIEF ASSURANCE OFFICER		 Save the Children
Position Title:	Chief Assurance Officer	
Position ID:	114	

Team	Finance	Grade	M5
Reports To (Title)	CFO	Contract Length	Permanent
Location	Any existing SCI office location	Time-zone	<i>[the time-zone that the role holder must be available to work in]</i> Europe, WCA, ESA, MENAEE Time Zones (UTC/GMT +/- 3 hours)
Languages	English essential, French/Spanish desirable	Headcount	1

Team and Job Purpose	
Team purpose	To provide a global shared service for the movement, ensuring high quality, independent, strategic and relevant audit and assurance work; and be a key catalyst for strengthening the risk and control environment and culture across the global Save the Children network.
Role purpose	To lead Save the Children's Global Assurance (GA) function as a global shared service for the movement, ensuring high quality, independent, strategic and relevant audit and assurance work; and be a key catalyst for strengthening the risk and control environment and culture across the global Save the Children network.

Principal Accountabilities	
<ul style="list-style-type: none"> • 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, integrity 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, and advising the Board and Assembly on the adequacy of internal audit provision across the Association as a whole. • Drives an Association-wide methodology, practice, and 'products' for GA's work – rooted in the new Global Internal Audit Standards set out by the Institute of Internal Auditors; and in a manner that is cost-effective, aligned to our global strategy, and to the agency-wide Risk Framework. • Ensures the development of the annual audit plans for all entities audited by GA (including SCI, SCUS and SCUK) – based on a comprehensive risk assessment of all of their auditable activities and processes, and global 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, control and governance processes, alignment to global strategy, and internal control culture. Discusses with CEOs and senior leaders results from the audit work undertaken in their organisations, and makes recommendations to resolve audit findings requiring corrective action. • 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 the Audit and Risk Committees of all entities in fulfilling their governance responsibilities through an effective articulation of the root causes for the challenges that the organisation is experiencing. A primary product in this regard is the CAO's Annual Statement on Risk and Internal Control to the Board.

Budget

Team operational budget of \$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 learn 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. Strategic Leadership: Able to set a bold vision and courageously implement strategies that align with our organisation's mission and goals, even in the face of uncertainty and ambiguity.
2. Ethical Leadership: Commitment to upholding and role modelling the highest standards of integrity and ethical behaviour, ensuring compliance with legal and regulatory requirements.
3. Motivational Communication: Exceptional communication skills with the ability to inspire and engage colleagues at all levels, fostering a sense of purpose and commitment.
4. Innovation and improvement: Proven experience in championing continuous improvement and innovation, fostering a culture of creativity and excellence to stay ahead of industry trends.
5. 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.
6. Extensive internal audit experience in an international setting. Proficiency in conducting comprehensive risk assessments of auditable activities and processes, developing robust annual audit plans. Demonstrable experience in advising Audit and Risk Committees in fulfilling their governance responsibilities.
7. A strong conceptual and strategic thinker with a clear 'outcomes' focus. A demonstrable ability to focus on key issues and the 'big picture', and the ability to formulate an assurance strategy that meets organizational and oversight requirements in a global, complex and culturally diverse setting, as opposed to a 'compliance-only' approach
8. Experience collaborating with senior risk management, safeguarding, legal compliance, and other critical "second line" functions to enhance organisational risk and internal control environments.

Desirable

- Experience of working in a global and, where possible, not-for-profit organisation
- Experience collaborating with senior risk management, safeguarding, legal compliance, and other critical "second line" functions to enhance organisational risk and internal control environments.
- French or Spanish languages

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	7/31/2024	Sam Sharpe		Sam Sharpe
2	9/15/2024	Sam Sharpe		Sam Sharpe