

# **BBC MEDIA ACTION JOB DESCRIPTION**

<b>Job Title</b>	Auditor
<b>Department/Business Unit</b>	BBC Media Action
<b>Reports To</b>	Assurance and Risk Manager
<b>Grade</b>	8

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## **Overall Purpose of the Job**

To assist the Assurance and Risk Manager in overseeing internal control, risk management, and compliance across Media Action. To act as a key point of advice to Media Action's management on risk management, internal control, and compliance.

## **Main Duties**

1. Perform audits of country offices, both assisting the Assurance and Risk Manager, and as lead auditor. The role will involve significant travel (typically 6-8 weeks a year) some of which will be at short notice.
2. Perform reviews of key central systems, both assisting the Assurance and Risk Manager, and as lead auditor.
3. Communicate the recommendations and other outputs of audit and advisory work to management. This communication will be in the form of written reports, less formal written communication, and face to face feedback.
4. Act as an organisational expert on donor compliance, internal controls, and risk management.
5. Build capacity of staff at different levels in relation to risk management, internal controls, donor compliance, and other relevant control areas including: London Finance staff, overseas Finance staff, Country Directors and London based programme staff.
6. Assist the Assurance and Risk Manager in maintaining a follow up process for addressing recommendations previously made to management.
7. Recommend improvements and support the updating of the Media Action's key policies and processes.
8. Review work carried out by other Assurance and Risk team members.
9. To carry out investigations and ad hoc projects as directed by the Assurance and Risk Manager.
10. To deputise for the Assurance and Risk Manager when appropriate.

## **Required knowledge, skills and experience**

1. Good judgement, with the willingness and ability to take the initiative in identifying problems and in suggesting and implementing solutions. In short: nous.
2. Qualified accountant or 'qualified by experience' in carrying out a comparable role. That role might be one outside of audit or finance, but which has comparable behaviours e.g. an experienced grants manager.
3. Good interpersonal skills to establish effective working relationships with financial and non-financial managers and staff, both internally within BBC Media Action and with key stakeholders. Able to communicate effectively at all levels within the organisation.
4. Experience in audit and/or financial control.
5. Excellent report writing, drafting, and reviewing skills.
6. An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture.

### **Desirable knowledge, skills and experience**

1. Experience of donor requirements in the international development sector and dealing with donor compliance issues.
2. Experience of working overseas in an international NGO or similar organisation or substantial experience in head office with regular field trips.
3. Experience of reviewing legal, or other, compliance either in the UK, or elsewhere.
4. Experience of fraud investigation or other forensic, or similar, work.

### **Competencies**

*The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.*

- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Planning and Organisation** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, set backs or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

- **Communication** – The ability to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.
- **Self Development** – Is able to identify and apply opportunities for learning and development.

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(A job description is a written statement of the essential characteristics of the job, with its principal accountabilities incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.)

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