## Bhutan Trust Fund for Environmental Conservation

**Terms of Reference for Internal Auditor**

**OVERVIEW**

Position Title : Internal Auditor

Employer : Bhutan Trust Fund for Environmental Conservation (BTFEC)

Work station : Thimphu, Bhutan

Position Level : SO-II (P3/SS2)

## INTRODUCTION

Founded in 1991, Bhutan Trust Fund for Environmental Conservation (BTFEC) is the first of its kind in the world involving a partnership of government and donors specifically committed to environmental conservation under the auspices of the Royal Charter 2021.

The primary function of BTFEC is to manage its endowment prudently, ensure its growth and provide funding for the promotion of social welfare through environmental conservation by supporting activities for preserving biodiversity, mitigation and adaptation of climate change, enabling human-wildlife coexistence and addressing adverse environmental impacts of development on the environment.

BTFEC’s strategic plan, which is updated periodically, is aligned with the overall national priorities for environmental conservation. It ensures that the program support activities are in line with the strategic plan. Since its inception, BTFEC has provided substantial funding toward establishing a protected areas network in the country, capacity building, and supporting smart environment-friendly initiatives that have integrated conservation and social development targets and demonstrated the feasibility of a trust fund mechanism to support long-term, sustainable financing of environmental conservation for Bhutan.

1. **THE POSITION**

Under the overall guidance of BTFEC’s Operations Manual and direct supervision of the Managing Director, the Internal Auditor shall undertake audits on a semi- annual basis or more frequently, if required for improved accountability of BTFEC. The internal audits will cover the management procedures (finance and operations) for the Secretariat and the Grantees, for all activities under Core (BTFEC) Funding and Non-Core (External) Funding, in order to evaluate and improve the effectiveness of project implementation, risk management, internal controls, and governance processes in BTFEC, by systematically reviewing systems and operations.

Under the supervision of the Audit Committee, the Internal Auditor will be responsible for:

1. Providing internal audit services in accordance with the Standards of RGoB Internal Audit Manual,
2. Ensuring accounting records and financial reports are accurate and reliable;
3. Internal control systems are adequate and effective in various operational, financial and administrative activities of BTFEC;
4. Operational functions are in compliance with internal policies, procedures and guidelines/manuals;
5. Compliance with directives/decisions of Board, the Audit Committee and Management of BTFEC;
6. Assessment of the adequacy of BTFEC and projects’ financial management system, including risk management and internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial, procurement and operational control; level of compliance with various documents;
7. Quality and continuous improvement are fostered in the organization’s control process. Statutory and other regulations binding on BTFEC are complied.
8. **RESPONSIBILITIES**
9. Reviewing relevant documentation, to understand the mandate and strategic needs of BTFEC, and its current systems and procedures;
10. Develop annual work plan and budget to deliver the internal audit services;
11. Implement the annual audit plan and undertake any special tasks directed by the management and Audit Committee;
12. Present a preliminary findings/report to the concerned auditee during the course of the audit and prior to exit meeting;
13. Conduct an audit exit meeting with the concerned Divisions/Units/Functions to discuss and review audit findings;
14. Produce final audit memo/report and also provide reasonable time for the response;
15. Strengthen internal auditing capacity with adequate knowledge and skills, experience and professional capacities in alignment with growth of the company;
16. Provide coordination functions with external auditors, viz. Statutory and Royal Audit Authority;
17. Review the accuracy and reliability of the accounting records and financial reports;
18. Identify how well risks are managed in relation to financial, program, gender, ESS, fraud and corruption and Anti-money Laundering/Countering of Financing Terrorism (AML/CFT);
19. Reviewing the adequacy and effectiveness of the risk management and internal control systems (M&E and compliance) in place and identifying potential improvements in the systems and procedures;
20. Reviewing the compliance (of the Secretariat and the Grantees) with the systems and procedures, applicable laws and regulations, including the Secretariat’s monitoring of Grantees;
21. That all BTFEC financed projects are used in accordance with the Grant Agreement with due attention to economy and efficiency and only for the purposes for which the financing was provided;
22. That all necessary supporting documents, contracts, records, and accounts have been kept in respect of all project expenditures reported by the implementing units, and that clear linkages exist between the accounting records and the quarterly/semi-annually financial reports submitted by Grantee Institutions to BTFEC;
23. That adequate records are maintained regarding the assets created and assets acquired by the project, including details of cost, identification, and location of assets; and that physical verification of assets is being done;
24. Assess and ensure that all procurements and recruitments are conducted in accordance with the relevant guidelines and approved plans;
25. Work in close collaboration with internal staff (Program, Finance, and Procurement) and external partners (project beneficiaries and implementers) to strengthen the quality and consistency of monitoring and evaluation activities in the field.
26. Carrying-out of special investigations based on the instruction of Audit Committee and BTFEC management;
27. Reporting to the Audit Committee, including work undertaken, findings, and recommendations. This will include an ‘exit discussion’ with the Audit Committee, where the draft findings and recommendations are discussed and initial responses of the Audit Committee are given to the internal auditor. The internal auditor will then complete the report,

obtain and incorporate the formal management responses from the Audit Committee to the findings and recommendations, and submit the final report to the Board of Trustee.

Based on the submission to the Audit Committee and its recommendations, the internal auditor shall work with the Secretariat on a plan of action on recommendations to ensure corrective actions are being taken and strengthen accountability through the following:

1. Implementation of internal controls within BTFEC;
2. Monitoring of Grantees.
3. **QUALIFICATIONS AND EXPERIENCE**

**Prerequisites to apply for the post:**

1. Minimum of Bachelor’s degree (full time) in BBA, BCom, Bachelor in Accounting or related fields such as Finance or Management, from a recognized university. Preference may be given to candidate with master’s degree in accounting or related fields, such as finance or management;
2. Minimum nine (9) years working experience of which, at least three (3) years in auditing;
3. Specialized training or experience in auditing will be given preference;
4. **COMPETENCIES**
5. Good interpersonal and communication skills with various socio-economic populations.
6. Strong oral and written skills in Dzongkha and English.
7. Good analytical skills.
8. Proven skills in critical thinking, assessment and analysis.
9. Demonstrated ability in report writing and presentation.
10. Good knowledge of computer applications for information collection, management and dissemination.
11. Ability to undertake regular field visits and interact with different stakeholders;
12. Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
13. **TERMS OF EMPLOYMENT**

Regular employment

1. **SALARY AND OTHER BENEFITS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Basic Pay** | | | **House Rent Allowance (Fixed)** | |
| **Minimum** | **Increment** | **Maximum** | **%** | **Amount** |
| Internal Auditor | 36,810 | 1,840 | 73,610 | 20% | 7,360 |

*Other benefits and entitlements shall apply as per BTF’s Service and Operations Manual.*

\* Remuneration may be commensurate with the candidate’s experience in relevant fields, through negotiations\*

1. **MANDATORY DOCUMENTS (required to submit along with application)**
2. Cover Letter/Expression of Interest
3. Job Application Form *(available on BTFEC website)*
4. Curriculum Vitae with details of work experience and position held over different time periods.
5. Authenticated copy of Degree certificates.
6. Citizenship ID Card copy *(with valid period).*
7. Valid Security Clearance Certificate copy*.*
8. Valid Audit Clearance, if applicable.
9. Names and contact details of two professional (non-family related) referees including one from the current/latest employer.

**Non-submission of any of the above documents may lead to the rejection of the application.**

Additionally, the following documents shall be produced by the shortlisted candidate, prior to his/her appointment:

1. No objection certificate letter from the employer, if currently employed.
2. A valid medical certificate
3. Any other relevant certificates