



<b>Job Title:</b>	Assistant Director of Corporate Affairs & Internal Audit	<b>Reporting To:</b>	Executive Chairperson
<b>Start Date:</b>	August 2015	<b>Years in Caree</b>	10 years
<b>Direct Reports:</b>	7	<b>Education:</b>	MA/MSc/MBA; ICAN/ACCA
<b>Contract Term:</b>	4 Years (renewable)		

**About the Role** The Assistance Director of Corporate Affairs & Internal Audit manages 2 complementary but distinct functions – Corporate Affairs which is mainly external-facing; Internal Audit (and compliance) which is mainly internal-facing.

Internally, the Assistant Director of maintains a comprehensive set of processes and controls to mitigate risk, enhance the accuracy of the organization’s reported financial results, and ensure that KS-IRS complies with generally accepted accounting principles and reporting standards. S/He must ensure the fiscal integrity for all financial functions carried out by the agency. S/he will be the primary support to the Executive Chairperson in driving the synergy and congruence between the Executive Management, Board and the larger KS-IRS organization.

Externally, Assistant Director of serves as the primary KS-IRS contact for all state and federal level oversight agencies. And most importantly s/he will lead the development and maintenance of strategic relationships with key external stakeholders to optimize opportunities for collaboration with other service providers, develop and utilize alternative methods of service delivery, support and enhance the KS-IRS engagement with citizens, communities and representative groups through modern, efficient and effective consultation systems and techniques.

**Specific Tasks** Specific tasks are divided into the following categories and include:

- 1) Compliance & Internal Audit
  - a. Prepare for and manage the annual audit;
  - b. Assure timely compliance with income tax provisions, including the accurate and timely completion and filing of all tax returns including 990, 990T, 5500s and state filings;
  - c. In partnership with the relevant Directorates, ensure that the organization is up to date on all regulatory compliance related to HR and labor standards;
  - d. Monitor the organization’s investment account and provide benchmarking for Finance Committee and Treasurer;
  - e. In partnership with the Directors and Executive Chairperson, monitor the organization’s policies, ensuring that the organization is appropriately managing risk;
  - f. Provides direction and guidance in completing internal audits, research studies, forecasts, and modeling;
  - g. Ensures that sufficient internal controls and procedures are in place and being followed regarding authorizations, check approvals, expense-coding etc, and that all entries comply with generally accepted accounting principles;
  - h. Supports the Executive Chairperson in engaging the board’s audit and finance committees around issues and trends in financial operations;
  - i. Ensures that the audit and finance committees receive on time monthly, quarterly and annual reporting;
  - j. Support the Monitoring Officer to ensure that the Executive Management and Board activities demonstrate probity and transparency;
  - k. Ensure that high standards exist in relation to governance, risk management,



probity, legal and democratic processes.

- 2) Corporate Affairs
  - a. Manage relationships with external partners and agencies to KS-IRS's performance, reputation and image;
  - b. Represent KS-IRS on formal occasions, undertaking as necessary reasonable duties;
  - c. Review, reorganize and integrate corporate functions to reduce corporate overheads and ensure they are aligned to provide high quality support services that are dynamic and responsive to both internal and external customers;
  - d. Ensure the development of effective working relationships between corporate functions and with the Board;
  - e. Embed customer focus and high standards of customer care across the KS-IRS ensure a truly customer focused organization;
  - f. Ensure that a range of customer access channels are available to provide efficient, effective and responsive customer services.
  - g. Take lead corporate responsibility for the implementation of the Organizational
  - h. Development Strategy and drive effective leadership of organizational change across the Executive Management & Board as required;
  - i. Take the lead on corporate responsibility for monitoring and reviewing Council performance, identifying opportunities for improvement.
  - j. Oversee the preparation and delivery of the corporate plan and financial strategy, ensuring that they are aligned with other key plans and strategies of the Executive Management and Board;
  - k. Ensure that effective arrangements exist to promote good internal and external communications, strong media relations, as well as maximizing marketing opportunities to promote the KS-IRS and cooperation with tax laws.

**Education**

- 1) MBA/MA/MSc that combined training in economics, finance, human resources management, organizational behavior, and law.
- 2) Be a member of the ICAN/ACCA
- 3) Formal managerial, leadership training with focus on stakeholder engagement and negotiations.

**Professional Experience**

- 1) 10 years in audit, legal, corporate and regulatory affairs roles.
- 2) 4 – 6 years of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above.
- 3) In a leadership role with responsibility for tracking and coordinating responses to new laws, rules and regulations affecting KS-IRS and its clients' businesses, and translating these compliance and/or business needs into appropriate specific business requirements.
- 4) Demonstrable leadership of robust compliance and operational risk management programs that included oversight monitoring, testing, risk assessment, and reporting efforts.
- 5) Responsibility and performance with regards to remedial compliance action including design, implementation, and progress tracking of initiatives, milestones, and budgets to ensure timeliness and compliance deliverables are met.
- 6) Demonstrable knowledge of and related experience in direct marketing,



communications, PR, advertising or marketing.

- 7) Demonstrable proficiency in developing corporate relationship strategies, building relationships with varied corporate entities, trade unions/associations, and the community; where it was required to gain their confidence on a wide range of internal and external matters.

**Required Skills**

- 1) Proficient in Microsoft systems, e.g., Word, Access, Excel, PowerPoint.
- 2) Able to manage the accounting system, and the day to day tasks associated with entering payables, receivables, and reconciling the books while also managing a diverse portfolio of administrative responsibilities.
- 3) Strong project management, time management and organizational skills required. The ability to manage multiple priorities, take initiative, delegate responsibility, prioritize and ensure the delivery of on-time deliverables is key.
- 4) Clear understanding of both motivations and requirements of key players that will impact KS-IRS
- 5) Fluency in written and spoken English required, Excellent written and verbal communication skills;
- 6) Excellent interpersonal and intercultural skills
- 7) High level of digital literacy and familiarity with database management systems
- 8) Proven ability to work under pressure, ensure coherence and consistency, independently, and meet deadlines consistently;
- 9) Sound knowledge of Government policy and practice impact on financial and contractual arrangements
- 10) Stakeholder and cross-functional team management

**Personal Attributes**

- 1) High ethical standards and fiduciary duty. The incumbent will view and possess significant confidential information regarding all aspects of our finances. High levels of discretion, integrity and judgment are required.
- 2) Keen analytic, organizational and problem solving skills which allows for strategic data interpretation versus simple reporting.
- 3) Knowledge of the political environment and decision making factors, but courage to maintain objectivity and stay on track by managing up.
- 4) Personal credibility and integrity.
- 5) Self-confidence and respect for others, regardless of position, and willingness to work as a team member/leader.
- 6) Ability to articulate positions concisely and quickly, in a manner that is useful and easily understood by all stakeholders.
- 7) Demonstrated ability to be an effective leader in a multi-disciplinary environment.
- 8) Executive leadership and ability to see and handle all the sides of an issue or project.
- 9) Strong and pragmatic business acumen with the ability to recognize the business consequences of legal advice and vice versa.
- 10) Excellent interpersonal skills, with ability to communicate and interact effectively at all levels of the organization.