

Position Description: Senior Manager – Internal Audit & Compliance

Position Title:	Senior Manager – Internal Audit & Compliance
Reporting Line:	Functional Reporting to the President/CEO (ISRA Islamic Foundation) Administrative Reporting to the Board/Audit Committee
Organization:	Isra Islamic Foundation
Location:	Head Office – Hyderabad (with frequent travel to Karachi and Islamabad campuses)
Department:	Internal Audit & Risk Advisory
Employment Type:	Full-Time

Position Purpose

Isra Islamic Foundation is seeking an experienced and proactive Senior Manager – Internal Audit & Compliance to lead the transformation of the audit function across all three campuses. Shifting away from operational overlap with university executive leadership, this role will establish an independent, robust risk mitigation, internal control, and governance framework under the ambit of the Isra Islamic Foundation.

The successful candidate will conduct an exhaustive “As-Is” assessment of current controls, design a comprehensive Authority Matrix, and embed transparent, accountable controls across all financial and executive order transactions — driving process improvements and embedding a strong culture of governance and compliance throughout the organization.

Key Responsibilities & Scope

1. Governance Restructuring, As-Is Assessment & System Review

- Conduct a comprehensive “As-Is” analysis of existing organizational processes, financial controls, risk frameworks, and governance structures across the Hyderabad, Karachi, and Islamabad campuses.
- Identify operational gaps, control breakdowns, inefficiencies, and potential conflict-of-interest zones resulting from historical process evolution.
- Conduct system and process reviews to identify control weaknesses and compliance gaps, and recommend practical solutions to strengthen controls and improve operational efficiency.
- Establish an independent Audit Charter under the Isra Islamic Foundation to decouple internal audit from executive management (Vice Chancellor/Finance) and ensure objective oversight.

2. Process Control, Framework & Authority Matrix Development

- Design and implement an integrated Internal Control Framework and Enterprise Risk Management (ERM) strategy, grounded in the COSO Internal Control Framework, tailored to multi-campus non-profit operations.
- Formulate, standardize, and roll out a comprehensive Delegation of Authority (DoA) Matrix governing all financial, operational, and executive order approvals.
- Establish rigorous control gates for all high-value transactions, procurement, payroll, capital expenditures, and executive directives.
- Analyze existing workflows and redesign processes to improve efficiency and reduce operational risk; establish governance standards and ensure consistent implementation across the organization.

3. Audit Planning & Operational Execution

- Develop and execute an annual, risk-based internal audit plan covering all campuses, academic units, and administrative departments.
- Perform pre- and post-audit evaluations of major financial transactions and executive orders to ensure compliance with institutional policies, donor requirements, and applicable Pakistani laws.
- Review operational functions, particularly cash handling, billing, finance, and administrative processes, to safeguard organizational assets.
- Evaluate the efficiency, effectiveness, and integrity of financial reporting and resource allocation.

4. Compliance, Risk Mitigation & Special Investigations

- Monitor compliance with statutory regulations, non-profit tax laws, and regulatory bodies (e.g., HEC, PEC, PMDC, EOBI, SESSI/PESSI where applicable), and internal bylaws.
- Identify organizational risks, design compliance monitoring mechanisms, and develop effective risk mitigation strategies.
- Develop and maintain policies, SOPs, and governance frameworks; conduct independent, confidential investigations into suspected fraud, financial irregularities, or breaches of policy as directed by the President/CEO.
- Recommend actionable, cost-effective remediation strategies for identified risks and track management implementation.

5. Leadership & Change Management

- Lead and mentor the internal audit team across campuses, fostering a culture of accountability, integrity, and continuous improvement.
- Lead audit assignments, coordinate with cross-functional teams, and drive organizational change initiatives related to governance, compliance, and internal controls.
- Present audit findings, risk assessments, and recommendations to the President/CEO, senior management, and the Audit Committee.
- Educate key department heads and campus leads on internal control standards, risk management best practices, and adherence to the Authority Matrix.

Qualifications & Candidate Profile

Education: CA, ACCA (Association of Chartered Certified Accountants), or an equivalent professional accounting qualification; CIA (Certified Internal Auditor) certification required. Additional certifications such as CRMA, CISA, or ISO Lead Auditor will be an added advantage.

Experience: 8–10 years of progressive internal audit experience, with a proven track record in a senior role within a large non-profit, educational, healthcare, banking, or multi-site development-sector setting.

Core Competencies

- Demonstrated experience in drafting Delegation of Authority Matrices and designing internal control systems from scratch.
- Strong knowledge of the COSO Internal Control Framework and deep understanding of non-profit governance, financial compliance, and risk frameworks in Pakistan.
- Expertise in Internal Audit, Governance, Risk Management, and Compliance, including policy development, SOP formulation, and process re-engineering.
- Hands-on experience in the areas of JCI accreditation and ISO certification environment will be preferred.
- Strong understanding of operational audits, particularly cash handling and billing controls.
- Strong objective judgment, high ethical standards, and zero tolerance for conflicts of interest.
- Exceptional executive communication, stakeholder management, and report-writing skills.
- Proven leadership, change management, and communication capabilities.
- Willingness to travel regularly between Hyderabad, Karachi, and Islamabad.

Key Performance Indicators (KPIs)

The performance of the Senior Manager – Internal Audit & Compliance will be evaluated across four strategic pillars:

Category	Key Performance Indicator (KPI)	Target / Measure
Governance & Control Setup	As-Is Assessment & Gap Analysis	Completion and presentation of a complete As-Is Diagnostic Report across all 3 campuses within the first 60 days.

Category	Key Performance Indicator (KPI)	Target / Measure
	Authority Matrix Implementation	Design, approval, and organization-wide rollout of the Delegation of Authority (DoA) Matrix within the first 90–120 days.
	Policy & Control Design	SOPs and control checklists created for all high-risk financial and executive transactions.
Audit Execution & Coverage	Annual Audit Plan Completion	≥ 90% completion of the approved risk-based annual audit plan across Hyderabad, Karachi, and Islamabad.
	Executive Transaction Reviews	100% audit coverage of major financial and executive order transactions exceeding defined thresholds.
Risk Mitigation & Closure	Audit Recommendation Implementation	≥ 85% of agreed-upon audit recommendations/remedial actions implemented by management within agreed timelines.
	Repeat Audit Findings	Year-over-year reduction in recurring high-risk compliance or financial control audit observations.
Reporting & Stakeholder Trust	Reporting Timeliness	Final audit reports submitted to the President/CEO and Audit Committee within 10 working days of field audit completion.
	Institutional Risk Awareness	Successful delivery of internal control and compliance orientation sessions for campus leadership teams.

Compensation & Benefits

- Market-competitive salary package.
- Opportunity to work closely with the President/CEO and contribute directly to organizational governance and transformation.