



Terms of Reference for External Auditor

Background

Hope Restoration South Sudan (HRSS) is committed to mobilizing the communities to determine their own development and self-determination. It seeks to secure their rights to dignified lives. This will be done through, Capacity building, research and proactive measures of dialogue, lobbying and advocacy, documentation, information management, livelihoods diversification, and use of appropriate technologies.

Objective of Engagement

HRSS is seeking for an external Auditor to conduct an audit of its financial and operational processes to obtain reasonable assurance that its financial statements for the fiscal year 2022 reflect a true and fair view in all material respects, the financial position, performance, and cash flows of the financial position of the organization as a whole and whether the financial statements are prepared in accordance with the applicable financial reporting standards and HRSS financial and management policies

Scope of Engagement

The auditor will be expected to conduct the audit in accordance with International Standards on Auditing (ISA) promulgated by the International Federation of Accountants (IFAC) and International Financial Reporting Standards and shall include tests and evaluation of controls as necessary.

This involves but is not limited to the following:

- Conducting the audit services in accordance with the International Standards of Auditing (ISAs);
- Audit of such other income and expenditure schedules as HRSS shall deem necessary as constituting part of the annual report and financial statements.
- Assessment of the HRSS' compliance with provisions of applicable laws, its organizational policies, contracts, grant agreements, and relevant regulatory authorities.
- Evaluation of the multiple grants to ascertain that the financial statements fairly present the income received, costs incurred, assets purchased, and in-kind donations and technical assistance received for each grant during the applicable financial year.
- Review the appropriateness, adequacy, and operational effectiveness of the internal control systems of HRSS and highlight any deficiencies.
- Any other areas that may be found necessary to improve the financial management of the organization.

Expected Outputs and Deliverables

i. Audit Report

The auditor should issue an audit report expressing their independent opinion on whether the financial statements present fairly, in all material aspects, the state of the financial position of HRSS and the results of its operations in accordance with ISA for the year 2022.

ii. Management Letter / Post Audit Letter

Issue a letter to the management at the completion of the audit. The topics/issues to be covered in the letter will include:

- Comments and observations on the accounting records, systems, and controls that were examined during the course of the audit
- Specific deficiencies or areas of weakness identified in systems and controls, and recommendations for their improvement
- Report on the degree of compliance of each of the financial covenants in the financing agreement and comments, if any, on internal and external matters affecting such compliance
- Matters identified during the audit, which might have a significant impact on the financial statements
- Comments on the extent to which outstanding issues/qualifications have been addressed.
- Comments on previous audits' recommendations that have not been satisfactorily implemented
- Bring to HRSS' attention any other matters that we consider pertinent, including ineligible expenditures
- Recommendations to resolve/eliminate the internal control weaknesses noted
- Management comments /response to audit findings and recommendations.

Auditor Qualifications

If a company

It should be legally registered. They should include the following in the application documents

- i.** Background Information of the firm
- ii.** Name and address of Firm, Telephone numbers
- iii.** Name and Title of Principal Contact
- iv.** Brief History of the Firm including years in operation and nature of its practice
- v.** Professional Competence
- vi.** Independence –state factors that could limit your independence to perform an objective audit.
- vii.** Approach: The proposal should outline an audit approach that is tailored based on obtaining an understanding HRSS operating system, personnel, and donor requirement
- viii.** Period of Audit, state when the Final Audit Report will be submitted to HRSS
- ix.** Audit fees
- x.** List of your clients or references

If an individual, qualified candidates should have

- A business degree with a minimum of 5yrs relevant experience as an auditor especially with NGO's.
- Be a part or fully recognized professional body (same as or equivalent to): CIMA (Chartered Institute of Management Accountants), ACA (Association of Chartered Accountants), ACCA (Certified Chartered Accountant), CPAK, (Certified Public Accountant), which implies a thorough knowledge of the principles, and procedures and practices of accounting and financial records and transaction.
- Good knowledge of audit procedures, including planning, techniques, test, and sampling methods involved in conducting audits
- Good time management skills
- Strong written and verbal communication skills in English
- Always conduct themselves in a professional manner
- An ability to gather, analyse, and evaluate facts and to prepare and present concise oral and written reports

Application process

Qualified candidates should send their resume and cover letter/ proposal if bidding as a company to: logistics@hoperestorationsouthsudan.org soft copy and hard copy to be delivered to Hope restoration Head offices in Munuki Block C. Plot no. 349 (+211 916695797) for directions. Deadline for Submission is 21/12/2022.

More about hope restoration South Sudan <https://Hoperestorationsouthsudan.org>

