

LABOR CATEGORY #22 – SENIOR CONTRACTOR SUPPORT TO ACT OFFICE OF INTERNAL AUDIT – HQ SACT

Number of Candidates: One Candidate

Location: Norfolk, VA, USA (On-site)

Period of Performance:

Base Period: Contract Award – 31 December 2025

Option Period One: 1 January 2026 – 31 December 2026

Option Period Two: 1 January 2027 – 31 December 2027

Option Period Three: 1 January 2028 – 31 December 2028

Option Period Four: 1 January 2029 - 31 December 2029

Taskings:

1. Conducts compliance and integrity audits, inspections, reviews, and audit tests in accordance with international auditing standards, and ACT audit policies and procedures. Reviews protocols and advises ACT leadership on regulations and policies.
2. Assess and evaluate ACT's compliance with applicable laws and regulations. This involves conducting detailed reviews of all ACT activities.
3. Analyze, consolidate, and update the ACT audit universe (significant spreadsheet analysis) to reflect the actual activities undertaken, such as fund management, project, HR, and travel plans. Includes reconciliation and joining of individual unit plans will be necessary to provide organizational overview, review, and deep dive audit and inspection where necessary.
4. Determine the effectiveness of management responses to internal control risk and compliance with applicable NATO and ACT financial policies. Support senior leadership in their daily decision-making relating to emerging non-compliance and ACT's implementation of NATO's and ACT's anti-fraud and corruption strategies and directives.
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Essential Qualifications

1. University Degree in accounting, finance, management, business administration, public administration or related discipline and 4 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.
2. 6 - 8 years of experience in compliance, integrity, and or fraud auditing.
3. 2 - 4 years of experience in fund management or travel planning, review, and management in a large organization.
4. Experience in compiling, structuring and analyzing large data-sets and experience in the field of financial systems, financial and travel planning and management, or computer systems.
5. Experience with operation of automated accounting systems and office automation software packages, particularly spreadsheet applications.
6. Hold a recognized professional fraud examination, forensic examination, or accounting qualification.
7. Proven forensic accounting or forensic investigation experience.
8. Ability to express himself/herself clearly and persuasively, both orally and in writing at all levels to both specialist and non-specialist audiences.
9. The contractor, at all times, is required to assess possible conflicts of interests and to declare and report identified or perceived conflicts of interests and failure to do so will constitute a cause for immediate default termination.