



Terms of Reference Internal Controller Poland 2026

Location: Warsaw/remote	Duration: 1 st of May,2026 until 28 th of February 2027
Line Manager: Project Manager	Type of Contract: fixed-term contract

BACKGROUND

The war in Ukraine is resulting in a major humanitarian crisis with over 7 million people having fled to neighboring countries, and millions displaced within Ukraine. Plan International is responding to the crisis and working in partnership with civil society organizations in Poland, Moldova, Ukraine and Romania to meet the key needs of those affected by the crisis as well as host communities.

Plan International has been present in Poland since March 2022 and has established partnerships with civil society organizations, ensuring national actors are equipped with technical support, best practices and flexible resources, with a primary thematic focus on Child Protection, Education, Mental Health & Psychosocial Support and Sexual Reproductive Health and Rights.

ROLE PURPOSE

The position of Internal Controller will facilitate the review, revision and validation of financial documentations of the assigned project for donor audit:

-- **UNITY Foundation INC 100588-**

KEY CONTACTS:

Plan Poland team: ECE Finance Manager, Program Staff - Project's Manager, ECE regional director.

Partner: Project's focal point and/or finance team members
Closely cooperating with the Program Manager and Partner Organisation Unity (Fundacja Jedność).

KEY TASKS:

- Leading Unity Foundation's finance reporting process
- Review the consistency of the financial report with the General Ledger (transaction list) submitted by the Unity Foundation.
- Conduct a monthly review and verification of finance reports and supporting documents for Unity Foundation.
- Verify completeness and eligibility of all the vouchers supporting Unity



Foundation's Cost including staffing, service provision, operational costs, VAT computation and payment.

- Verify the compliance of any procurement procedures of Unity Foundation.
- Provide advice and support to the Unity Foundation's finance focal points on financial compliance, financial processes, budget modification requests, preparation of amended budget and finance reporting template, and preparation of financial reports for the project.
- Preparation of the file required for processing the liquidation of the partner's advance payments.
- Review and submit Unity Foundation vouchers requested by the Donor/Auditor for selected voucher sample.
- Address comments and questions raised by the Donor/Auditor.
- Submit to the Auditor Unity Foundation Policies and program documents related to project **INC100588**.

REQUIREMENTS:

- Progressive experience on NGO project financial management.
- Solid understanding of Audit process and requirements.
- Basic knowledge of Polish tax legislation (payroll computation, VAT).
- Previous experience working with national partners is considered an added value.
- Capacity to work in team and toward objectives.
- Excel proficiency.
- Written and verbal professional proficiency in English and Polish.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

We create a climate of trust inside and outside the organization by being open, honest, and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

We strive for lasting impact

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

We work well together

We succeed by working effectively with others, inside and outside the organization, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

We are inclusive and empowering



We respect all people, appreciate differences and challenge inequality in our programs and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.