

## Internal Audit Manager – Job Profile (Internal Audit)

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- **Purpose:** To deliver risk based internal audit assignments across the Society that are complex and wide-ranging, as per the Internal Audit plan, promptly and to a high quality, with ad hoc reviews completed as required. In addition to leading on the delivery of internal audits, this role will play an integral role in supporting the Senior Internal Audit & Risk Manager in developing the annual Internal Audit plan and managing and developing relationships with key colleagues from across the Society.
- **Reporting To:** Senior Internal Audit & Risk Manager
- **Values:** The role holder should demonstrate a high level of competency, knowledge and skills, and they should continually strive to improve and adapt to changes. They should also work with Integrity, diligence, care, respect and discretion, and be objective and unbiased in their work.
- **Essential skills/experience:**
  - Minimum of 5 years Internal Audit experience with exposure to large, multifaceted organisations with a track record of effective delivery of complex internal audits.
  - Excellent communication and influencing skills, with a proven track record in stakeholder management (particularly comfortable in engaging with Leadership and Executive teams respectively).
  - Strong analytical, investigative and problem-solving abilities with a challenging and inquisitive mindset.
  - Analytical approach and attention to detail.
  - Experience of working with an Internal Audit co-source provider.
  - Knowledge / experience of using data analytics and other AI tools.
- **Qualifications:** Qualified Internal Auditor (CIA / IIA) or Accountant (CIMA, ACA or ACCA)

### We make a *difference* to Members & customers

#### ✓ Area of responsibility:

To work closely with the Society Risk Manager to understand key risks relating to audits and to share knowledge and output relating to key Society risk controls.

To deputise for the Senior Internal Audit & Risk Manager at the Audit & Risk Committee(s) and at other meetings during times of absence or accompany them when required.

Provide input to the various management for a across the Society such as supporting in the production of papers for quarterly Audit and Risk Committees and other governance committees, as required.

To provide oversight and first level review (peer review) of audit work prepared by the Senior Internal Audit & Risk Manager to ensure impartiality and independence is maintained.

#### ✓ Measures of Success:

Can manage multiple projects simultaneously and deliver them to a high standard.

Handles sensitive information with discretion and confidentiality.

### We're *better* every day

#### ✓ Area of responsibility:

Assisting in the review of working practices and methodology within the service on an ongoing basis.

To maintain knowledge of key developments in Internal Auditing (IIA Standards) and the business activities as well as implementing initiatives as required.

Assisting the Senior Internal Audit & Risk Manager with the annual audit planning process and other ad-hoc assignments, including assisting with managing the co-source partner delivery and performance.

Where relevant, utilise AI and/or data analytics to assist with developing audit strategies, execution of audit tests and to provide visual representations within audit reports.

#### ✓ Measures of Success:

Can manage multiple projects simultaneously and deliver to a high standard.

Tangible improvements brought to the team through adoption of new technologies or methodologies.

Professional development, keeping up to date with changes in regulations, industry best practices, and new auditing techniques.

Clear, demonstratable use of AI and data analytics tools.

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We're a *caring* community

We work together with *purpose*

## ✓ Area of responsibility:

Apply a 'no surprises' approach, ensuring that auditees and management are made aware of findings throughout reviews to encourage timely action.

Offering practical and professional advice to colleagues upon request on control or audit related issues. This includes contributing to project groups, and Society initiatives where required.

Foster Society-wide compliance with internal policy and external regulations, promoting the use of best practice business processes and controls.

## ✓ Measures of Success:

Stakeholder satisfaction with the audit process and its outcomes. Measured via post-audit surveys.

Ability to identify, assess and articulate risks, and provide strategies to manage those risks.

Responses provided to colleague queries in a timely manner.

Comfortable in explaining the audit process, its benefits, and its findings in an easy-to-understand manner, whilst showing respect for stakeholders' time and understanding levels. It's expected that there will not be any complaints in relation to the way internal audits have been delivered.

## ✓ Area of responsibility:

Lead the delivery of the Internal Audit plan. Through the delivery of risk based internal audit assignments.

Autonomy to lead and complete all parts of the audit process from planning, scoping, testing, reporting and undertaking recommendation tracking.

To develop audit scopes in conjunction with audit sponsors and subject matter experts.

Design and deploy audit tests to assess the effectiveness of the design and operation of key controls, documenting the approach and results in a timely, clear and concise manner.

To monitor the audit budget to minimise overrun and delay.

To manage and lead the Internal Audit co-source partner when required to deliver audits.

To assist and lead where appropriate in undertaking investigations relating to fraud and other special reviews.

Perform ad-hoc audits if requested by the Executive Team.

Ensuring remediation actions are communicated clearly and effectively, ensuring they are followed up regularly and closed on time.

## ✓ Measures of Success:

Timely completion of audits in accordance with stipulated timescales.

Ability to develop effective audit work programmes for each audit (includes detailed planning, fieldwork and reporting stages) with minimal intervention from the Senior Internal Audit & Risk Manager.

Production of high-quality and well written audit working papers and reports that captures the key risks, controls and processes under review. Working papers and reports should be free from discrepancies, errors and require minimal amendments.

Pragmatic, sensible and sound audit recommendations that have been agreed with and implemented by the Society.

Full adherence to defined Internal Audit methodology.