Role Profile

Role	Internal Audit Lead	Location	Home based
Accountable for	N/A	**Accountable to**	Associate Director of Legal and Corporate Governance
Core Anchor Level	Ensure	**Travel**	Occasional - may be required for team meetings, internal audits, meetings with third parties and conferences
DBS check	No	**Salary | Grade**	£55,000 per annum (inner London weighting £3,950 per annum or outer London weighting £2,457 per annum may be applied in accordance with where you live)
Contract type	Permanent	**Hours**	35

Overall purpose and impact
The Internal Auditor is a key part of our team. They provide a bridge between trustees and staff that provides assurance, meaningful challenge, and insight into our operations. Their role is to use a professional internal audit approach to review the activities and controls and make recommendations on their effectiveness and compliance. The Internal Auditor is responsible for Internal Audit within the Charity and delivers an annual Internal Audit Programme, which is a key building block of an effective assurance framework at the Charity. The role supports teams to identify proportionate controls and practical improvements to business processes. The role will act with authority, provide an independent voice on Internal Audit and assurance matters affecting the charity, and work constructively with colleagues in a culture based on trust and simpler compliance.

Responsibilities	Measured through delivery of
To establish effective, risk-based, and proportionate operational and strategic Internal Audit plans for the Charity and to report on progress of the plan.	Team Charter; Directorate Charter; Annual Objectives
To deliver the Internal Audits within the Internal Audit Plan, within the agreed timetable and budget, reporting findings clearly, presenting them to Board and Committee meetings and monitoring progress on agreed actions.	Team Charter; Directorate Charter; Annual Objectives
To maintain a strong working relationship with the Finance Committee, its Chair, and the Chief Executive, and to act as a business partner to Executive Directors and audited teams in relation to internal audit and process improvement.	Annual Objectives; 360 Feedback
To act as a business partner to colleagues within the charity to help them improve their business processes.	Annual Objectives; 360 Feedback
To contribute to the Charity's efforts to prevent and respond to fraud, including by advising on proportionate policies and controls and leading fraud investigations where appropriate. To conduct Counter fraud assessments to ensure that the charity's counter fraud measures are adequate.	Team Charter; Directorate Charter; Annual Objectives
To ensure a joined-up approach to external and internal audit work, minimising duplication, supporting the external audit risk assessment and sharing relevant learning with teams.	Team Charter; Directorate Charter; Annual Objectives; 360 Feedback
To liaise effectively with colleagues so new or changed financial and operational systems include appropriate, user-friendly internal controls.	Team Charter; Directorate Charter; Annual Objectives

To keep up to date with Internal Audit practice and developments and advise the Charity on internal audit matters, including opportunities to simplify controls and make compliance easier.	Team Charter; Directorate Charter; Annual Objectives

Person Specification – below is listed all the essential / minimum criteria for the role
1. A qualification in internal audit or accounting (e.g. CIA, MIIA, AAT, ACCA, CIMA) or substantial on the job experience working in internal audit. 2. An in-depth knowledge of risk based internal auditing techniques, including testing and sampling methodologies. 3. An ability to act with authority and provide an independent voice on internal audit matters affecting the charity. 4. A self-starter who can work independently and is good at building relationships quickly 5. Experience of working constructively with operational teams to understand business processes, identify root causes and agree practical improvements. 6. Ability to balance independence and challenge with a collaborative, trusted and solution-focused approach. 7. Ability to explain audit findings clearly and proportionately, with recommendations that are easy for teams to understand, own and implement. 8. Sound judgement in distinguishing material risks from lower-level compliance issues, and in recommending proportionate controls.