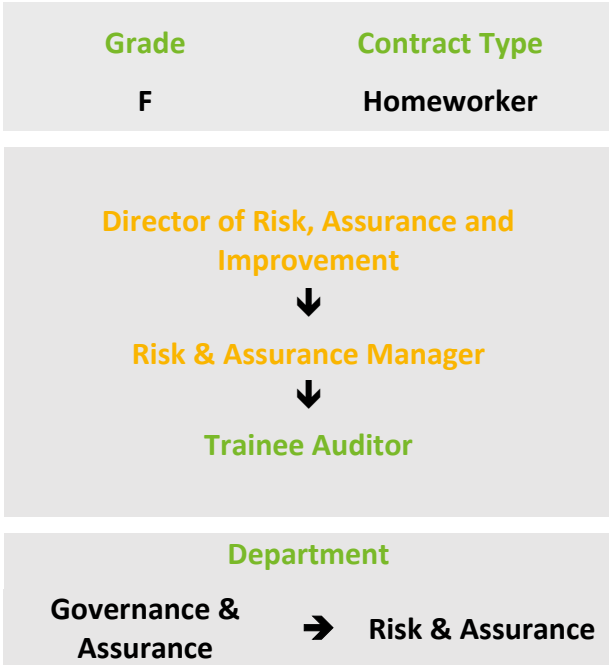


Trainee Auditor



Role Overview

Carrying out a programme of internal controls testing across the business using a risk-based audit plan to provide assurance of top risks and emerging risks. Assisting the Risk & Assurance Manager to provide 2nd line assurance on the control environment via deep dive or thematic based reviews. To remain objective, independent and challenging whilst being supportive of key stakeholders across the business to help drive continuous improvement.

RESPONSIBILITIES

- Carrying out a programme of 2nd Line of Defence (2LoD) internal controls testing across the business using a risk-based audit plan to provide assurance of top risks, emerging risks and the control environment via deep dive or thematic based reviews.
- To fully document audit work, including method and testing and to provide feedback & any recommendations to the business in an engaging and supportive manner. Maintaining a positive working relationship with staff to enable effective communication and problem-solving.
- To remain objective, independent and challenging whilst being supportive of key stakeholders across the business to help drive continuous improvement.
- To work with managers across the business to establish 2nd line controls and ensure that assurance is in place on its effectiveness.
- Supporting the Risk & Assurance team with the maintenance, enhancement and testing of Business Continuity arrangements as per the Business Continuity framework. To work cross functionally across the business to help support business continuity planning.
- Reviewing outsourced Internal Audit quarterly invoices against internal cost tracker and managing payments.

Our values

Honest & Reliable
We are authentic, open and dependable; and we do what we say we'll do.

Caring
We show kindness and consideration to our customers and each other.

Respectful & Fair
We listen to people, and strive for equity and inclusivity in all that we do.

- Support in implementing the Group's Risk Management Strategy & assurance goals, supporting and providing oversight to managers across the business to identify and manage the risks arising from their areas of responsibility.
- Responsible for all audit and assurance related reporting.
- Undertake additional duties appropriate to the role and/or grade.

STRENGTHS

- ✓ Excellent relationship building skills, that balance service delivery whilst maintaining oversight
- ✓ Excellent analytical skills, maintaining accuracy/attention to detail, effective time management with ability to work under pressure to meet deadlines
- ✓ Positive "can do" attitude and pragmatic approach to problem solving
- ✓ Ability to present reports, findings and recommendations to Executive level colleagues and Senior Managers
- ✓ Ability to work as part of a team and independently, using own initiative
- ✓ Ability to collate, analyse and interpret numerous data sets to form holistic assurance picture

ESSENTIAL REQUIREMENTS

- ✓ Internal auditing (IIA) experience or a background in internal controls assurance.
- ✓ Demonstrable experience of understanding different stakeholder requirements and presenting information to the required audience level
- ✓ Knowledge of risk identification & mitigation techniques
- ✓ Understanding how to make significant positive contribution to the development of the internal control environment and associated procedures and processes

BENEFICIAL TO THE ROLE

- ✓ An understanding of assurance activities (3LoD) and their role in improving the internal control environment
- ✓ Recognised internal audit or accounting qualification, such as CIA, ACA, CIMA. Part qualified with desire to continue will also be considered.