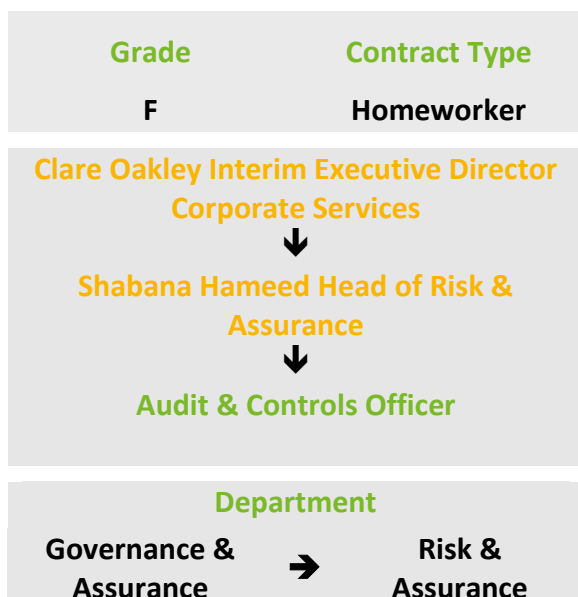


ROLE PROFILE

Audit & Controls Officer



Role Overview

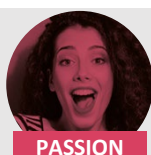
Support the maintenance and operation of the Groups Internal Control Framework by assessing if controls are in place and operating effectively.

Support the Groups Risk Management Framework, working with internal stakeholders & the Group's Internal Audit provider to ensure that risk and mitigating controls are assessed and improvement opportunities are identified and implemented.

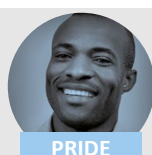
RESPONSIBILITIES

- Carrying out a programme of internal controls testing across the business using a risk-based audit plan to provide assurance at all levels.
- Testing that the Group has a breadth of controls in place to effectively manage risk (e.g preventative, detective, manual & automated controls).
- Proving feedback & any recommendations to the business in an engaging and supportive manner and maintaining a positive working relationship with staff to enable effective communication and problem-solving.
- To be objective, independent and challenging whilst being supportive of key stakeholders across the business to help drive continuous improvement.
- Support the management of the Control Assurance Framework by proactively reviewing a wide breadth of business data, seeking out insights and applying analytical thinking to identify trends, areas of risks & improvement opportunities.
- Support the management and administration of the outsourced internal audit plan. Liaising with key staff and internal audit partners to ensure the audits run smoothly and are completed within the agreed timescales.
- Maintain the recommendation tracker and monitor audit recommendations, to help ensure all recommendations are completed within the times scales and produce reports on the status of recommendation at agreed intervals to be presented to the business.
- Help support the Group Risk Management Framework and apply analytical reasoning to assist managers to manage their risks & outcomes.
- Remaining cognisant of the changing external environment and highlighting emerging areas of risk.
- Support the business with the maintenance of its business continuity plans.
- Undertake additional duties appropriate to the role and/or grade.

Our Values & Competencies



PASSION



PRIDE



CREATIVITY



ACCOUNTABILITY

Creating more places for people to thrive and be recognised as a sector leading landlord

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
- ✓ Excellent IT skills with proficiency in Microsoft Office
- ✓ Ability to work as part of a team and also independently, using own initiative.
- ✓ Ability to collate, analyse and interpret numerous data sets to form holistic assurance picture.

ESSENTIAL REQUIREMENTS

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

BENEFICIAL TO THE ROLE

- ✓ Eg Full UK Driving License & use of a vehicle
- ✓ 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).
- ✓ Previous experience in facilitating workshops / training (such as CRSA).
- ✓ Capacity to work independently