

Internal Controls Specialist (Assurance Lead)

Grade

E

Director of Governance & Risk



Head of Risk & Assurance



Internal Controls Specialist (Assurance Lead)



No Direct Reports

Department

Governance & Assurance



Risk & Assurance

Role Overview

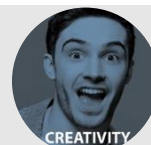
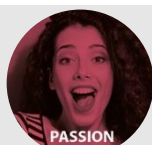
Support the delivery, maintenance and operation of the Internal Control Framework across Your Housing Group, ensuring controls are effectively identified, designed and in operation;

Support with ensuring risks are mitigated, undertaking internal controls testing ; working with the Group's Internal Audit provider to ensure a consolidated view of the assessment of risk and mitigating controls within the wider environment and an effective structure is in place to support the assurance provided to the Group.

RESPONSIBILITIES

- Developing and undertaking testing of a risk-based assurance plan aimed at embedding a controls assurance framework within YHG and individual business areas.
- Ensuring that the Group has a breadth of control and assurance activities (for example, preventative and detective controls and assurance across all three lines).
- Using the outputs of the controls testing to provide feedback to the business in an engaging and supportive manner. Suggesting to management areas where further controls are required or need to be enhanced and making recommendations and seeing these through to fruition.
- Advise and support colleagues on internal control, during period of change or where new processes are being developed; upskilling and educating the wider business functions, when required.
- Maintain positive and effective working relationships with senior managers and colleagues, to enable effective communication, problem-solving, and a supportive environment to ensure an effective internal control framework is maintained.
- Be objective, independent and challenging (in a supportive way) with key stakeholders across the Group, to identify areas of risk and control weakness or assurance.

Our values



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- Assist with monitoring audit recommendations, liaising with action owners to ensure all recommendations are completed in a way that addresses the risk/control gap.
- Ensure all work undertaken is accurately documented and clearly presented.
- Undertake additional duties appropriate to the role and/or grade.

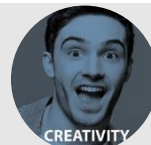
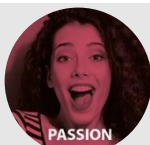
STRENGTHS

- ✓ IT literate (Microsoft Office, Outlook, Word and Excel) at intermediate level
- ✓ Excellent analytical skills, maintaining accuracy/attention to detail, effective time management with ability to work under pressure to meet deadlines
- ✓ Ability to work independently
- ✓ Excellent interpersonal and listening skills and able to use these skills effectively, to build strong relationships
- ✓ Ability to make a significant proactive contribution to the development of the internal control environment and associated procedures and processes

ESSENTIAL REQUIREMENTS

- ✓ Strong understanding of internal controls, auditing and risk and compliance
- ✓ An understanding of assurance activities (3LOD) and their role in improving the internal control environment
- ✓ Highly experienced in internal auditing or controls-based assurance role
- ✓ Experience of analysing complex and diverse situations and using own initiative to solve problems
- ✓ Educated to A Level (or equivalent)
- ✓ Making a significant proactive contribution to the development of the internal control environment and associated procedures and processes

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BENEFICIAL TO THE ROLE

- ✓ Knowledge of risk identification techniques
- ✓ Experience facilitating workshops / training
- ✓ Experience of working in a finance background)
- ✓ An understanding of the regulatory and legal framework within which Housing Associations operate
- ✓ CRSA (Control Risk Self-Assessment) experience
- ✓ CIMA (Chartered Institute of Management Accountants) /ACA (Institute of Chartered Accountants / ACCA (Association of Certified Chartered Accountants)

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