

Housing

Job Title	Internal Auditor
Business Stream/Department	Internal Audit and Risk
Reports to	Internal Audit Manager
Direct (and indirect) Reports	No
Travel	Occasional with overnight stay
Grade	7

Job Purpose ①

To provide support to the Senior Internal Auditor and Internal Audit Manager in the delivery of the internal audit assignments, providing robust assurance over key controls which ensure compliance with regulatory standards, legal requirements, internal policy and procedures, and good practice.

The job holder will make sure that they fully understand and fulfil their responsibilities in respect of both Health & Safety and Diversity & Inclusion at all times.

This profile is not exhaustive and other activities at a similar level may need to be carried out.

Key Accountabilities ①

1	Work independently on the delivery of audit assignments across the organisation as directed by the Senior Internal Auditor and or Internal Audit Manager, ensuring work is delivered timely and to a high standard (complying with internal audit methodologies).
2	Develop comprehensive testing strategies designed to provide assurance against the key risk areas as documented in audit scope, terms of reference, and audit programmes. Drafting initial audit programmes for review when requested.
3	Provide clear audit outcomes, recommendations and robust assurance opinions to management, based upon reviewing and testing internal controls which meet compliance with regulatory standards, legal requirements, internal policy and procedures, and good practice
4	Challenge with support the effectiveness of management oversight, evaluating its completeness and timeliness.
5	Be accountable for audit assignments and assigned tasks, effectively diarise timing of audit assignments and tasks, delivery of onsite work as identified by the Senior Internal Auditor and Internal Audit Manager ensuring audits are completed within the agreed timeframe.
6	Build effective relationships with internal stakeholders, liaising and working collaboratively with operational management and support functions, to support business requirements and to add value to the overall quality assurance framework including second line of defence processes.
7	Supporting the Senior Internal Auditor with the action tracking protocol through the ongoing review of agreed recommendations and their implementation.
8	Maintain awareness of changes and developments in regulatory, legislative requirements, in order to ensure that audit findings and department processes comply with best practice and sector requirements, and that emerging risks are adequately flagged and managed.

Knowledge and Experience ⓘ	
Recent, relevant knowledge and practical experience in delivering internal audit assignments across a range of subjects	Essential
Sound knowledge of business operations, including how internal audit supports achievement of organisational targets and objectives	Essential
Experience of preparing and delivering professional reports and presentations with good attention to detail	Essential
Experience of communicating and interacting effectively with a variety of stakeholders using a variety of tools (including senior management, operational employees and customers), with the ability to tailor messages and information to different audiences, with support where required	Essential
Experience of time management and effective planning	Essential
Recent and relevant experience in the use of data analytics and other analytical tools to analyse information and present findings	Desirable
Experience in a social housing or social adult / health care environment	Desirable

Skills and Behaviours ⓘ
Excellent communication, interpersonal and influencing skills.
Business partnering approach to problem solving
Listens and develops a clear understanding of situations/issues/queries. Can explain detailed information to others.
Analytical with ability to pinpoint outliers.
Able to form and awareness of complex and changing best practice & legislative requirements.
Used to achieving deadlines and driven by high quality outputs.
Excellent attention to detail, ensuring accuracy and thoroughness of completed work.
Computer literate, self-sufficient in report / analyses production.
Confident, diplomatic with persuasive but pleasant manner.
Self-motivated and able to work alone with minimal supervision.
Values customers and shows commitment to the delivery of high quality customer-focused services. Ability to talk to customers, valuing opinions provided.
Ability to work autonomously and within a geographically dispersed environment, including travel and overnight stays across Housing 21 locations as required.
Values diversity and shows commitment to equality of opportunity
Committed to personal development

Qualifications and Training ⓘ	
Educated to a foundation degree level or equivalent, with relevant professional audit qualification (full or part qualified) or willingness to work towards completion . For example AAT/ CIA/ MIIA / CCAB or equivalent	Essential
Clean Driving License	Desirable