



JOB PROFILE

Job Title:	Internal Auditor
Department:	Standard Financial Plc (Retail)
Accountable to:	Commercial Director

Job Purpose:

“Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operation. It help and organisation accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes”.

To carryout an independent appraisal of the effectiveness of policies, procedures and standards set up by the company and how they are managed.

To direct (self audit) and control the internal audit function, ensuring that all financial standards regulations and statutory provisions are complied with and that there are the appropriate control to ensure the effective and proper use of resources.

Main Duties:

- Performing test to assess adequacy and compliance with procedures
- Documenting control weakness and deficiencies and define recommendations for risk mitigation and improvement
- Development of practical solutions to help managers / team leader to improve their self audit controls
- Design and implement the operational and business audit function
- Work with management to ensure a system is in place which ensure that all major risks of the company are identified and analysed, on an annual basis
- To plan, organise and carry out the internal audit function including the preparation of an audit plan which fulfils the responsibility of the department.
- Investigate potential fraud and malpractice during internal audit
- To make recommendations on systems and procedures being reviewed, report on the finding and recommendations and monitor management’s response and implementation.
- Draft of internal audit report. Conduct of exit meeting and agreement of the final report.
- Follow up prior audit work to ensure new controls are in place and are working as intended
- Identify, share and promote best practice in internal audit throughout the company
- Report to both the audit committee and management on policies, programmes and activities of the department.

General governance

- To ensure that the Group achieves the TCF consumer outcome 1 “Customers can be confident that they are dealing with a firm where the fair treatment of customers is central to the corporate culture”

- To conduct any reviews or tasks requested by the audit committee, chief executive, commercial director, compliance director, or financial director, provided such review and tasks do not compromise the independence or objectivity of the internal audit function
- To provide both management and the audit committee with an opinion on the internal controls in the company
- Recommend process change as and when required
- Ensure Risk log maintained and all business issue reported

Qualifications:

A recognised professional qualification

- Educated to degree level. Financial services related

Skills:

- A Knowledge of audit procedures, including planning, techniques, test and sampling methods involved in conducting audit
- An ability to gather, analyse and evaluate facts and to prepare and present concise oral and written report
- An ability to maintain current knowledge of developments related to business matters of interest to internal audit, particularly legislation changes and developments as they affect company and new auditing techniques and practices
- An ability to establish and retain effective working relationship with other company staff and to communicate clearly and effectively, both orally and in writing
- An ability to work unsupervised
- Reliable, a sense of responsibility and self reliant
- Operational understanding of the business area
- Good man management skills
- Influencing/Facilitation/Motivation skills

Experience:

This is demanding role with a number of very challenging issue to tackle.

- A track record of success in audit / project and people management
- An understanding of Financial ltd policies and practices
- An understanding of business management processes
- Familiarity with technology issues including future trends
- Good strategic planning skills and the ability to translate strategic plans into reality and to ensure delivery and performance
- Skilled in people management, a team player with the ability to establish and maintain good working relationships with all contacts and colleagues
- An in-depth understanding of the 'treating customers fairly' cultural requirements as set by the FSA.
- A successful career and employment record showing evidence of progression to a senior management position in a commercial environment.