

Job Description

Internal Auditor and Assurance Executive

Executive Directorate

Purpose of the role

- To manage and deliver on second and third line assurance activities and responsibilities of the Charity.
- To objectively review, and ensure the organisation complies with, internal regulations and established control protocols.
- Assist in assuring that there are sufficient, effective and appropriate controls in place which are working as designed, to mitigate against risks posing a significant threat to the achievement of the organisation's key objectives.
- Provide assurance that the organisation is compliant with necessary laws and regulations and ensure it remains so.

Key Accountabilities

- Deliver audits in accordance with the annual risk-based internal audit plan.
- Assist in the development of the internal audit plan, following risks identified whilst conducting the role.
- Responsible for the internal audit cycle, taking control of audits including planning, execution and reporting with support.
- Monitoring and managing audit action completeness. Ensuring they are followed up and implemented.
- Liaise with Senior Managers and Directors to identify additional assurance activity and ensure that the internal audit plan is relevant and up-to-date.
- Present summarised findings concerning audit results to the Head of Internal Audit and Assurance.
- Perform consulting activities and projects for the business as required by the Audit and Risk Committee or Chief Executive.
- Investigate control failures or incidents.
- Perform fraud investigations as required.
- Provide assistance for risk and data protection functions including, ad hoc projects and tasks.

Qualifications, Training, Professional Memberships or Accreditations

Essential:

- Graduate level and/or extensive operational experience within the Charity sector.

Desirable:

- Recognised accountancy qualification or CIIA qualification, ideally gained through a large accountancy firm or Charity.

- Experience of auditing Charities or not-for-profit organisations.

Experience and Track Record

Desirable:

- Exposure to presenting findings and reports to Senior Management.
- Experience of performing internal audit activity within Charities would be advantageous, both operational and financial auditing.
- An understanding of data protection regulations (DPA 2018, UK GDPR).
- Risk Management exposure.

Capabilities Profile – Technical Skills and Knowledge

Essential:

- Ability to use your own initiative.
- Strong technical auditing and analytical skills and knowledge.
- Analytical thinking and attention to detail.
- Ability to work effectively on your own and as part of a team.
- Ability to form good judgements and think objectively.
- Ability to balance risk with operational needs of the organisation.
- Strong communication skills.
- Organised and resilient under pressure.
- Ability to adapt to change.

Desirable:

Whilst the primary focus in this role(s) is internal audit, experience of Data Protection Officer duties and risk management frameworks is desirable, with the following Motability duties in mind for suitably qualified candidates:

- To support management in completing local risk assessments.
- To contribute to the risk management framework.
- To respond to management's initial enquiries regarding data protection and GDPR so as to help management comply with Motability's obligations to keep customer and other data secure, referring matters onwards to the Data Protection Officer as appropriate.
- Carry out other tasks and duties that may be reasonably required from time-to-time to support the Data Protection Officer.

Capabilities Profile – Leadership, Management or Personal Skills and Knowledge

Essential:

- Strong analytical skills.
- Interpret and apply Motability's risk appetite and policy.
- Delivers against set performance targets and proactively seeks ways to exceed performance levels and customer satisfaction targets.

- Are engaged and demonstrates strong alignment with the organisation's objectives.
- Builds relationships across the business, openly sharing knowledge and information.
- Good negotiation skills, with ability to influence others' opinions and gain confidence of people at all levels including Senior Management and Directors.
- Use of diplomacy to communicate difficult messages and manage challenging situations.
- Able to present information to Senior Management in a clear and structured way.
- Acts with the highest levels of integrity and treats others with respect.
- Role model for Motability values and behaviours.
- Highly professional approach.
- Articulate, both verbally and in writing skills.

Reporting line

- Reports to: Risk Controls and Compliance Manager.

Key Interfaces:

- Director of Finance (Chair of Risk Management).
- Motability Directors, Senior Managers and all employees.
- Motability Operations Management.
- Government Departments, DWP, etc.

Resources, scale and scope of role, location and any travel factors:

The Assurance Executive will be a key representative of Motability and be expected to act professionally for the organisation:

- Contribute to the setting and achievement of departmental objectives.
- Contribute to identification and management of business risks within own area of responsibility and companywide as appropriate.
- Keep up-to-date with legislation applicable to role.
- Post based in Harlow, with minimal travel.