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**Job title:** Internal Auditor

**Post number:** IA5003

**Reports to:** Director of Internal Audit

**Department:** Internal Audit

**Location:** Moulsecoomb, Brighton

**Grade:** 7

**Purpose of the role**

To assist the Director of Internal Audit with the planning, preparing and carrying out of a comprehensive internal audit service in order to provide independent and objective assurance on the adequacy and effectiveness of the university’s governance, risk management and control processes.

**Main areas of responsibility:**

* To assist the Director of Internal Audit with planning, preparing and carrying out a comprehensive internal audit service to the Institution.
* To undertake specific audits and ad hoc investigations and report the findings to managers, in consultation with the Director of Internal Audit.
* To assist the Director of Internal Audit with the design, implementation and maintenance of financial systems and procedures, so as to ensure sound financial control.
* To act as a source of advice and guidance to colleagues in addressing operational concerns in relation to systems and controls operated
* To deputise for the Director of Internal Audit when required.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act.

**Specific duties:**

* Carry out audits assigned by the Director of Internal Audit in line with agreed procedures, appropriate professional auditing standards and sector codes of practice, to specified deadlines
* Prepare for, arrange and carry out individual risk based audits of aspects of the Institution’s activities in accordance with the tactical plan under the guidance of the Director of Internal Audit. This will include:
* Advance research of audit area
* Identifying and examining key policies, documents and processes
* Identifying key risks and controls and preparing audit assignment briefs
* Liaison with key staff
* Development of audit test plans
* Conducting testing, analysis and interpretation of results to form overall audit opinion
* Suggesting recommendations for potential improvements
* Discuss the results of individual audits with the appropriate managers
* Inform the Director of Internal Audit of key findings and issues of importance identified as soon as practicable
* Prepare draft reports for review by the Director of Internal Audit following completed audits
* Discuss draft reports with relevant staff and managers and to obtain agreed responses from managers to the recommendations made in reports
* Maintain an ongoing record of all recommendations made during audit reviews and to monitor their implementation in line with the agreed follow up process
* Assist the Director of Internal Audit in ensuring that professional audit standards are maintained in accordance with the HEFCE code of practice and IIA code of ethics
* Support the Director of Internal Audit in relation to work associated with the management of risk
* Arrange and conduct ad hoc investigations into fraud and/or irregularity as required by the Director of Internal Audit and to make reports where appropriate
* Assist the Director of Internal Audit in determining if the required level of assurance can be given regarding internal control and statutory requirements for specific audits and projects requiring certification
* Monitor and evaluate the continued effectiveness of revised systems and control procedures which have been introduced
* Assist the Director of Internal Audit in the provision of a consulting and advice service to the Institution in respect of financial systems, procedures and internal controls
* Attend meetings and project groups on behalf of the Director of Internal Audit when necessary

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| **Essential criteria**  |  | **A, I, E** |
| **Knowledge** | * **Demonstrable experience in Internal Audit work**
* **Proven experience of financial/accounting/business systems**
* **Proven understanding of principles of internal control and management of risk**
 | **A,I****A,I,E****A,I,E** |
| **Qualifications** | * **Relevant professional level qualification in accounting/auditing i.e CIIA, CCAB, ACCA or equivalent (other qualifications will be considered)**
 | **A** |
| **Communication** | * **Ability to deal with confidential and sensitive information with tact and discretion**
* **Ability to use negotiating and influencing skills effectively**
* **Ability to build professional relationships and establish trust with clients**
 | **A,I****A,I****A,I** |
| **Organisation** | * **Ability to work independently and with a structured and disciplined approach to ensure deadlines are met**
* **Ability to respond appropriately to unforeseen events and to show initiative to take appropriate action without being prompted**
* **Ability to produce high quality reports and supporting working papers**
 | **A,I****A,I****A,I** |
| **Technical/work based skills** | * **Proficient IT skills including use of Word and Excel**
* **Good analytical skills**
* **Ability to undertake a wide range of research and analysis of regulatory, financial, management and operational information**
 | **A,I****A,I,E****A,I** |
| **Other requirements** | * **Commitment to best practice and continuous professional development**
 | **A,I** |
| **Desirable** | * **HE sector knowledge**
* **Experience of IT audit**
 | **A,I****A,I** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a full time permanent post although applicants wishing to work less than 37 hours per week may be considered.
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades** | **Basic entitlement per year** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx)
* Read the University’s [2016 - 2021 Strategy](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx)

Date: June 2017