

Senior Internal Auditor

Department:	Internal Audit
Reports to:	Head of Internal Audit
Direct reports:	None
Contract status:	Permanent
Hours per week:	35
SIMR Designation(s):	Person Performing a Key function

Purpose of the role:

To provide an independent, objective assurance and consulting service to evaluate and improve the effectiveness of the risk management, control and governance processes for the Family Assurance Friendly Society Group.

Key accountabilities:

Strategy

- When required, assist the Head of Internal Audit in regularly reviewing the internal audit strategy; methodology; and audit plan to ensure significant business risks and mitigating controls are adequately considered and evaluated.
- Assist the Head of Internal Audit in reviewing and updating the Internal Audit Universe / Integrated Assurance Map.

Governance

- To comply, at all times, with the PRA Conduct Standards as amended from time to time, relating to the role. (Copies attached)
- To perform and discharge competently the duties associated with and arising from any PRA Prescribed Responsibility allocated to the position.

Other

- Provide assurance to the Board, Audit Sub-Committee and Senior Management through high quality audits and recommendations that add value to the organisation.
- Deliver audits as per the annual risk-based audit plan to time and budget.
- Lead and conduct end-to-end auditing including: planning meetings; preparation of detailed scopes of review, risk assessments and audit testing / work programmes; audit fieldwork; audit close meetings and writing up audit reports for operational and project related audits.
- Lead and perform ad hoc and time critical reviews / investigations as required.

- Regularly communicate with the Head of Internal Audit and Senior Operational Management on process and control deficiencies; proposed corrective actions and other value added recommendations (including cost reduction / efficiencies) for each audit assignment.
- Produce clear and concise draft audit reports for review by the Head of Internal Audit.
- When required, provide a first level quality review of audit working papers and files to ensure the audit methodology, policies and procedures are adhered to and supporting documentation evidences the overall audit opinion.
- Perform timely follow-up reviews of audit recommendations.
- Ensure audit assignments take appropriate account of the need for the fair treatment of customers / conduct risks.
- Ensure Internal Audit service levels are met or exceeded.
- Adhere to all corporate policies as well as all Internal Audit policies, processes and procedures.
- Assist the Head of Internal Audit in other required tasks

Work / Resource Management:

- Undertake multiple tasks and work to deadlines
- Plan and manage time effectively
- Work in a pressured environment where priorities may change at short notice
- Work as part of a small team and also independently when required
- Maintain good working relationships with other review agencies such as Compliance and the External Auditors.

Skills, knowledge & experience:

Technical Skills:

Applicant must have a sound understanding of:

- Financial Services' products e.g. savings; investments; with-profits; mortgage lending (particularly equity release) and general FS systems & controls
- Relevant regulatory / statutory requirements e.g. Data Protection, Financial Crime (AML & Fraud), Solvency II Directive, etc.
- Enterprise-wide Risk Management Processes (e.g. CRSA)
- Friendly Society, Company and other legislation
- Corporate governance and best practice requirements e.g. Combined Code
- Chartered Institute of Internal Auditors (CIIA) Code of Ethics, International Standards and Best Practice Guidelines

- Data Interrogation Software / Computer Assisted Audit Techniques (CAATs) e.g. ACL and its application (beneficial but not essential)
- Microsoft Office
- Workflow Management Software

Qualifications / Experience:

- CMIIA / ACCA / ACA or an equivalent qualification
- Proven audit experience (internal / external) within Financial Services
- Experience at leading / supervising small audit teams
- Proven experience of report writing
- Previous experience of dealing with / exposure to review agencies such as External Auditors, Compliance, Actuaries etc.

Personal Skills and Competencies:

- Maintain a professional, pro-active approach to audit assignments
- Assimilate information quickly and accurately
- Excellent oral and written communications (including excellent report writing and good audit interviewing skills)
- Strong analytical, challenging and investigative skills
- Flexible and adaptable in approach and attitude to audit assignments

Values behaviours:

Our values help define who we are as OneFamily. They come from the beliefs we hold, the way we behave and how we want to work together for our customers.

- Better together
- Being your best
- Being innovative
- Champion the customer's needs
- Doing what's right

Our values are unique to our brand. They give us purpose and focus. They are vital in helping us all 'do the right thing'. If we are confident that we are true to our values, then we can be sure that we are doing the best for our customers.

Leadership behaviours:

Embed and embody OneFamily's essential leadership competencies, to drive the company forward and maximise people engagement.

Leading self: Be accountable, intellectually able, a role model for our Values, authentic in your leadership and deliver results.

Leading others: Resolve issues and make decisions, communicate confidently in different settings, empower others and develop talent, motivate and inspire and effectively manage relationships with internal and external stakeholders.

Leading the business: Lead change, challenging the status quo and bringing in new

thinking, and demonstrate sound strategic thinking