**Job Title: Senior Internal Auditor Reports to: Head of Internal Audit**

**Location:** Swindon / Remote

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| **ROLE AND CONTEXT** | **NEED TO DO** | **NEED TO KNOW** | **NEED TO BE** |
| **PURPOSE**  As part of the transition to an in-house internal audit function, we are seeking an experienced Senior Internal Auditor to support the Head of Internal Audit in delivering a first-class Internal Audit service across Openwork. The role will be responsible for the timely execution of risk-based internal audits in accordance with the audit plan, as well as assisting with other audit matters and projects as may be required from time to time. This position reports to the Head of Internal Audit.  **KEY ACCOUNTABILITIES**     * Supporting the Head of Internal Audit in developing and delivering the risk-based internal audit plan * Being accountable for planning and managing all aspects of internal audit assignments and ensuring the work meets all quality and professional standards required * Supporting continuous development of the internal audit function including review and input to the internal audit manual and procedures * Working with and leading third-party co-source auditors as may be required from time to time * Communicating insightful results to internal stakeholders, to ensure outputs are understood, and appropriate actions are agreed * Following up internal audit recommendations to ensure agreed actions have been adequately addressed by management * Develop a good rapport and solid business relationships with stakeholders to ensure understanding and acceptance of internal audit requirements, approach and reporting methods * Conducting special assignments/projects as requested by the Head of Internal Audit responding to emerging business risks * Promoting and supporting the business with risk management, governance and control best practice | **KEY PERFORMANCE INDICATORS**   * Delivery of allocated assignments to time and quality standards * Completion of relevant professional CPD and training and development requirements * Positive feedback from key stakeholders   **RELATIONSHIPS**   * Auditees – colleagues around the organisation at a range of seniority levels from front-line to Senior Management and Executive * Second line colleagues including Risk & Compliance and Legal & Company Secretariat * Co-source partners   **DECISION MAKING**   * Judgements as part of the internal auditing process * Process improvements within controls framework * Assessment of findings in line with Internal Audit methodology * Risk assessment in line with Openwork’s appetite and internal audit methodology | **QUALIFICATIONS / EXPERIENCE / KNOWLEDGE**   * Professional internal audit or accountancy qualification (e.g., CMIIA, ACCA, CIMA) * A minimum of five years’ internal audit experience and practical application of current internal audit tools and techniques * Appreciation of sound risk management, governance and control practices * Experience working within a regulated Financial Services environment is essential, with experience within Wealth, Mortgage and Protection advice desirable. * Knowledge of the end-to-end internal audit cycle from developing the internal audit plan through to planning, executing and reporting on individual assignments * Experience of using data analytic techniques as part of Internal Audit planning, delivery and reporting would be advantageous   **SKILLS AND COMPETENCIES**   * Able to communicate clearly and effectively, both orally and in writing. * Able to gather, analyse, and evaluate facts, and prepare and present concise oral and written reports * Able to establish and maintain effective working relationships throughout the organisation * Strong interpersonal and influencing skills * Self-confidence/maturity, demonstrates commercial acumen * Able to manage conflicting priorities to achieve deadlines and plan effectively and efficiently * Self-motivated and able to work well with minimal supervision | **OUR BEHAVIOURS**  **IT’S PERSONAL:** We treat everyone with empathy and as an individual.  **IN PARTNERSHIP:** We always remember we are in this together.  **WE DO IT RIGHT:** We’re here to build trust and deliver peace of mind.  **WE BELIEVE:** Everyone can make a difference.  **INTEGRITY**  Working at all times lawfully and in accordance with pre-defined regulatory, compliance and financial requirements e.g., Data Protection, Financial Crime, Code of Conduct, Health and Safety and Financial Conduct Authority Standards.  Working at all times in accordance with procedures, group / company policy and processes. |