##### Role title: Internal Audit Lead (P1)

##### Reports to: Business Change Manager

##### Job purpose: To oversee the evaluation and testing of internal processes and controls through internal audit, identifying risks and recommending strategies to mitigate these.

 Financial:

 Staff: 0

 Other:

##### Principal accountabilities:

1. To manage the evaluation and testing of business processes and controls with the objective of ascertaining clear identification of risks and strategies for mitigating these risks
2. Prepare internal audit schedules/programmes and produce regular status reports of audits completed to support the Business Change Manager to drive delivery; ensuring efficient/effective implementation of the overall audit plans;
3. Prepare high quality audit reports to present audit findings to Senior Management and BACP’s Audit risk and Performance (ARaP) committee.
4. Utilise internal audit reports to capture valuable insights on current projects and processes; identifying gaps and recommending control development needs to improve business processes
5. Work closely with key process owners to implement the agreed audit actions and recommendations.
6. Provide audit oversight to encourage delivery of objectives and goals for selected operations and change programmes;

**BACP Principal accountabilities:**

* To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication.

##### Context:

**Operating environment:**

**Framework & boundaries:** Highlights areas of risk and identifies areas for development. Works under general guidance where these exist, otherwise free to act within BACP policies and procedures and relevant law and legislation.

 **Organisation:** See org chart

##### Relationships:

Direct reports: None

Manager: Monthly 121s and regular team meetings.

Other contacts: Requirement to effectively liaise with all BACP departments and build strong relationship with ARaP committee.

##### Knowledge & experience:

* Professional qualification from a recognised institution - ACA, ACCA, CIMA, PIIA, CMIIA or equivalent;
* Significant internal audit experience including at managerial level
* Sound understanding of code of ethics and international standards for professional practice of internal audit.
* A good understanding of finance and accounting knowledge applied in audits
* Sound knowledge of risk management, audit principles and an understanding of audit philosophy, methods and techniques;
* Ability to actively engage with all levels within the organisation
* Excellent stakeholder engagement skills with proven experience of influencing and managing relationships with Board and Executive stakeholders
* Experience composing and producing well-articulated presentations, briefs and business cases using appropriate tools
* Ability to focus on results and outcomes based on clearly articulately KPIs
* Demonstrable experience of working independently and within a complex organisation.

##### Job challenge: To work collaboratively with internal BACP teams to provide assurance that established processes are effective and adhered and where gaps are identified recommending the implementation of relevant controls.