# JOB DESCRIPTION

| | |
|---|---|
| **Job Title:** | Internal Auditor |
| **Department/Division:** | Internal Audit, HR and IT |
| **Reports to:** | Head of Internal Audit |
| **Staff reports:** | N/A |
| **Job Purpose:** | Supporting with examining and evaluating the adequacy and effectiveness of management controls that guide Society activities towards accomplishing their primary objectives. To ensure that operations are in compliance with Society standards, policies and procedures, including effective risk identification and assessment, government regulations and generally accepted accounting principles. |
| **Dimensions:** | Working with Director of Audit, HR & IT and Head of Internal Audit to effectively provide efficient Internal Audit service supporting the RHS, specifically to plan, conduct and report on audits to agreed timescales per the agreed audit plan. |

**Accountabilities**

1. Plan, organise and carry out the internal audits including the preparation of detailed work programmes through to reporting, make recommendations of the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation. This will involve travel to other RHS locations.
2. Supporting the Head of Internal Audit in working with Trustees and Management to ensure systems are in place to highlight the risks to the Charity.
3. Report on the value for money that the Charity obtains in all activities with special regard to economy, efficiency and effectiveness.
4. To conduct any reviews or tasks requested by Head of Internal Audit and Director of Audit, HR & IT.
5. Support the Head of Internal Audit providing the Leadership Team and the Audit and Risk Committee with an opinion on the effectiveness of the Internal Controls of the Charity.

6. Assist in managing key stakeholder relationships e.g. External Auditors, Audit & Risk Committee.
7. Adhere to current health and safety legislation and best practice in accordance with the Society's health and safety policy statement.
8. Undertake such other duties as may reasonably be required.

PERSON SPECIFICATION

**Internal Auditor**

## KNOWLEDGE

**ESSENTIAL:**

1. University degree.
2. Experience in auditing, either internal or external.
3. Knowledge and understanding of the principles, procedures and practices of accounting, financial records and transactions.
4. Knowledge of financial and audit standards, regulations and requirements.

**DESIRABLE:**

5. A professional accountancy qualification (CIPFA, ACA, or equivalent) or CIA,CMIIA (minimum PIIA)

## EXPERIENCE

**ESSENTIAL:**

1. Internal Audit experience together with a proven track record in planning and delivering incisive audit reports and recommendations and ensuring recommendations are implemented.

## SKILLS - JOB COMPETENCES

**ESSENTIAL:**

1. Excellent oral and written communication skills
2. Methodical and able to plan and organise with good attention to detail.
3. Ability to travel to all other RHS locations as required in order to fulfil this role.
4. Ability to establish and retain effective working relationships with other staff within the Society and to communicate clearly and effectively both orally and in writing.
5. Professional manner demonstrating influencing, and interpersonal skills and demonstrate an understanding and empathy with the Charitable sector.
6. Excellent fact-finding, ability to assimilate information and analytical skills.
7. IT literate, integrated accounting systems and advanced spreadsheet

**SKILLS - RHS COMPETENCES**

**Planning (level 2)**
Able to plan and evaluate own work (plans have outcomes)
Plans may involve others

**Change (level 3)**
Leads and encourages others to implement change
Considers the impact of change

**Managing (level 3)**
Provides accurate and balanced feedback to others
Encourages colleagues and team to take responsibility

**Decisions (level 3)**
Decisions are consistent, thorough and systematic
Takes account of the impact of decisions and others

**Teamwork (level 3)**
Creates and promotes team environments
Uses teams to tackle important issues and problems

**Communication (level 3)**
Able to adapt own communication skills to varied situations
Communication involves a high degree of influence and motivation of others

**Commitment (level 3)**
Monitors own and team performance against departmental goals
Identifies and addresses problems

**Development (level 1)**
Takes an interest in own development
Achieves agreed development activities

**Customer Care (level 2)**
Identifies opportunities to improve customer care within own role
Actively seeks feedback on own performance

***Shaded areas indicate two/three RHS Competences that are particularly important for this role. They are addressed by the applicant, as part of the recruitment process.***
*Numbers denote the level required on the RHS Competency Framework. 1=lower, 5=higher*