

ROLE PROFILE FOR INTERNAL AUDIT MANAGER

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Risk & Assurance Department provides a range of services to all the NCIs of the Church of England. This includes Internal Audit (IA) services, as well as Risk Management, Counter Fraud and Insurance.

What you'll be doing

The purpose of this role is to plan, conduct and report on a range of complex, risk-based assurance and advisory IA reviews across the NCIs, in liaison with the Senior Internal Audit Manager (SIAM) and the Director of Risk & Assurance (DRA).

MAIN DUTIES AND RESPONSIBILITIES

- Support the SIAM in the planning and delivery of the NCIs' annual risk-based IA Plan, including assisting with the Annual Audit Needs Analysis and producing the Audit Universe.
- Assist the DRA and SIAM in the development and delivery of the IA strategy.

- Manage the end-to-end delivery of all individual IA assignments, from the initial planning stage through to the completion of the final report. Ensure all findings are effectively communicated with management as part of the IA delivery process.
- Ensure all allocated IA work is delivered on time, within budget and to the right quality standards.
- Maintain and improve IA policies and procedures to ensure that they are fully aligned to Global IA Standards and effectively communicated to auditees.
- Work with the NCIs' senior management to facilitate and oversee the identification, assessment and evaluation of internal controls, identify appropriate mitigations and additional actions as appropriate and update the audit universe.
- Assist the DRA and SIAM to oversee the work of the Risk Managers to help ensure that the risks registers and risk management activities are timely, accurate and consistent with the risk management policy and approach of the individual NCIs.
- Ensure all IA work is carried out in line with legislation and using best practice in IA techniques.
- Help the SIAM identify and introduce computer-aided audit tools and techniques for the improvement and innovation of internal controls.
- Proven analytical skills and ability to extract and analyse technically complex electronic and other data, and clearly present internal controls assurance to a broad range of key stakeholders.
- Assist the SIAM with the maintenance of IA/risk software and the full automation of the IA function across the NCIs.
- Assist the SIAM with the automation of the IA follow up process, including the production of regular status reports for senior management and Audit & Risk Committees.
- Assist the DRA and SIAM with the production and presentation of high quality IA progress reports for senior management, trustees and the Audit & Risk Committees throughout the audit year.
- As requested by the DRA and SIAM, provide consultancy advice, guidance and advocacy on internal controls, that is fit for purpose, provided promptly, and is accepted by management.
- Deputise for the SIAM, as required, in relation to quality review of IA reports to senior management and Audit and Risk Committees, attendance and presenting to Committees and management meetings, as required.
- Support the DRA and SIAM with administrative support in relation to the Archbishops' Council Audit & Risk Committee.
- Carrying out any other Risk & Assurance Department duties as required.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from

UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Significant experience in the delivery of technically complex risk based internal audit assurance and advisory reviews across a variety of processes.
- Experience in assisting the facilitation of internal audit workshops with management.
- Knowledge and involvement in the production of risk based internal audit plans.

Skills & Abilities:

- Able to establish constructive working relationships with chief officers, senior managers and trustees.
- Able to plan and deliver individual internal audit assignments within limited resources, meeting both customer expectations and professional standards.
- Ability to influence decision makers, coalitions and other intermediaries to effect change.
- Professional self-presentation and interaction with customers which creates a good impression and profile for the department and team and allows challenge, where appropriate.
- Friendly, collaborative and good team player.

Qualifications & Training:

- Relevant professional Internal Audit or Accounting qualification i.e. IIA, CIA, ACA, ACCA, etc.

Desirable

Knowledge/Experience

- Knowledge of the governance and structures of the NCIs and the wider Church of England.
- Previous experience of auditing pensions and investment funds.
- Wider internal audit and assurance good practice and approaches.
- Legislative, regulatory and accounting frameworks and operations of charities and pension schemes.
- Knowledge of Charity Commission risk management guidance and good practice.

Skills & Abilities:

- Competence in the use of IDEA or other data interrogation and analysis application, Visio, Access and OneNote.

Qualifications & Training:

- Relevant qualification in risk or counter fraud i.e. CRM, ACFS, etc.

Vacancy Summary

JOB TITLE:	Internal Audit Manager
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Risk & Assurance
GRADE:	Band 3 Market Rate Salary
SALARY:	£60,000
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1 day per week in the office location
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8103770
COST CODE:	50171
PARENT POSITION:	8017875