



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Head of Internal Audit
Internal Reference	CEN-0022
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Finance
Location	SBP
Team Leader Role	Global Head of Internal Audit
Role Level	3B
Team Members	No
Role Purpose Oversee the creation of the overall Internal Audit plan and its delivery via high quality, clearly-written reports with conclusions that are agreed with management and which reflect agreed working practices and Group guidance. Improve risk management practices at site, market and functional level to drive better quality, consistent risk assessment and identification of mitigating actions across the Group, in support of the consolidated group risk register. Support the development of the Internal Audit team through feedback and coaching and professional development. Contribute to the development of the function by raising standards of best practice and by developing and implementing tools, methodologies and frameworks that are appropriate to the needs of the function and of the business.	
Accountabilities Accountabilities • Manage and oversee the planning and delivery of internal audits, control assessments and risk projects in support of the Internal Audit plan, delivering these to a high quality in accordance with agreed working practices. Provide regular updates on the status of Internal Audit work to key stakeholders/ tracking of open audit actions • Oversee the development of conclusions and findings to local management and apply previous experience and accepted Group practice to make corrective recommendations and other improvement suggestions. Agree action plans and support the reporting of the outcomes of audit reviews to management • Raise awareness of corporate policies, share knowledge and collaborate with business stakeholders to instil best practice and improve the control environment across the Group • Contribute to the improvement of risk management practices, leveraging experiences from other businesses to support the identification of emerging risks and promote strategies to improve existing mitigations • Develop effective working relationships with key business stakeholders within the business area, building trust and becoming a valued source of support, challenge and guidance • Support the creation of the Internal Audit budget, and track function T&E costs consistent with the delivery of the annual Internal Audit plan. • Utilise external networks and industry specialists to keep up to date with standards and best practices • Contribute to the development of the function by raising standards of best practice and by developing and implementing tools, methodologies and frameworks that are appropriate to the needs of the function and of the business.	
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