

## ROLE PROFILE TEMPLATE

<b>Job Title</b>	<b>Lead Internal Auditor</b>
<b>Business Unit / Group Function</b>	Finance
<b>BU Team / Sub-Function</b>	Internal Audit
<b>Location</b>	
<b>Leader</b>	Head of Internal Audit
<b>People Leadership</b>	Yes
<b>Job Level</b>	
<b>Role Purpose</b> Support the delivery of the Internal Audit plan through completion of agreed reviews and high quality reports with conclusions agreed with management and which reflect agreed working practices and current group guidance. Provide challenge in risk management meetings and ensure risk assessments and mitigating actions are well documented. Develop skills and capabilities of Internal Auditors through feedback, coaching and professional development, and contribute to the development of the function by sharing audit learnings and raising standards of best practice.	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>Schedule, plan and deliver internal audit reviews, control assessments and risk projects in support of the Internal Audit plan. Where necessary, supervise and support the work of guest auditors or third party consultants engaged to support the delivery of an internal audit review or project.</li> <li>Articulate recommendations and actions that meet the needs of local management and the wider business, consistent with agreed working practices and Group guidance.</li> <li>Track the status of audit actions, engaging actively with action owners to close audit points. Clearly document the status of actions in support of reporting to local management and Group, escalating points at risk of becoming overdue.</li> <li>Contribute to the improvement of risk management practices and support the accurate assessment of risk and documentation of mitigation actions across the business. This includes the identification of emerging risks and strategies to improve existing mitigations.</li> <li>Develop effective working relationships with key business stakeholders within the business area, building trust and becoming a valued source of support, challenge and guidance.</li> <li>Motivate and develop the Internal Auditors in the team, and build skills, knowledge and professional development through coaching and feedback.</li> <li>Input to the development of the Internal Audit function and lead the development of its methodologies, working practices and reporting, as outlined in quarterly review meetings.</li> </ul>	
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