



Group Risk & Assurance Controller

Job purpose:

- To coordinate, consolidate, analyse, interpret and track all audit and risk management activity undertaken by the Risk & Assurance team, providing a consolidated view to management and non-executive management forums.

Key Accountabilities

- Interpreting and analysing all available risk and audit information, preparing insightful progress and analytical reports to Audit Committee and executive/non-executive Boards on key matters
- Own the maintenance of the three-year rolling Internal Audit plan by liaising with key stakeholders
- Develop and maintain the Audit Universe and its interaction with Group and Divisional risk registers utilising technical audit and risk knowledge
- Maintain and control action delivery reports against Internal Audit recommendations, ensuring satisfactory clearance and execution of plans
- Tracking the progress of audits before, during and after finalisation, and producing monitoring reports and prompts.
- Coordinate the activity of the Risk & Assurance team, ensuring consistency and coherence of plans and activities, and alignment to current organisational priorities
- Coordinate and interpret results of the Self-Certification process, ensuring that senior and executive managers discharge their accountabilities in respect of confirming that they have maintained operating controls
- Provide assistance on larger internal audits as required by the internal audit manager, e.g. by collecting samples for testing, analysing them and carrying out tests under direction



Knowledge, Skills & Experience

Essential:

- Educated to degree-level with a recognised professional qualification in accountancy, audit or risk management
- Strong communication skills, written and oral, with the ability to engage and influence colleagues and stakeholders across the Society
- Strong planning and coordination background, managing disparate and complex demands
- Experience of maintaining complex records
- A good understanding of the business operations and culture of a complex organisation

Desirable:

- Risk or internal/ external audit background (desirable)

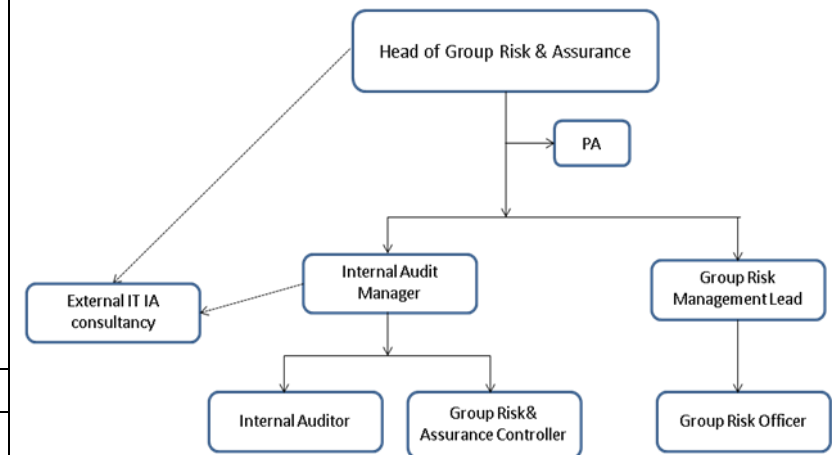
Planning & Organising

- Co-ordination of senior stakeholders across the Group, working in an entirely matrix-managed fashion, considering the whole breadth of business activity and internal and external impacts
- Flexibility of approach to ensure success
- Experience of managing competing demands to tight timeframes
- Working across the Group Risk & Assurance team, interpreting and consolidating information from a variety of sources
- Operating under the supervision of the internal audit manager

Dimensions

- Reports to the internal audit manager
- The data and information required to satisfy the accountabilities of this role may come from anywhere within the Society, but principally within the Group Risk & Assurance team
- The risks and controls upon which this role provides analysis and interpretation are the most

Organisation Chart





Supporting Solicitors



significant facing the Society, and analysis is expected to be relied upon by decision-making and supervisory/oversight bodies