



Internal Audit Manager

Job purpose:

To manage and lead the provision of Internal Audit services to the Group, ensuring that the Audit Plan is delivered.
To ensure an independent and professional appraisal of the effectiveness of controls across all aspects of the Society's operations.

Key Accountabilities

- Develop the Internal Audit services and their operation in a changing environment to ensure that audits are undertaken in an independent, robust and professional manner
- Own and manage delivery of the Audit Plan including directing and undertaking audits, based on the Audit Plan, providing comprehensive reporting that adds value and is appropriate to the stakeholders' needs
- Ensure that all work can be relied upon by External Audit
- Manage the provision of expertise on design and fulfilment of reliable controls, providing a consulting service to support Management in discharging their accountabilities in respect of internal control
- Maintain analytical databases for supporting the monitoring of the risk environment, contributing to corporate and directorate risk registers with risks and mitigation
- Significant contribution to the development and maintenance of the Audit Universe, and preparation of the Audit Plan
- Develop a robust fraud prevention and investigation framework.
- Manage and maintain quality and professional control of the outputs from the team (both internal and co-sourced)
- Represent Audit at cross organisation information and project groups
- Manages the delivery of, and reporting on, a self certification process within the organisation



Knowledge, Skills & Experience

Essential:

- Qualified CCAB accountant or equivalent internal audit qualification
- Experience of operating as an Audit Manager in a complex organisation
- Experience of leading a professional team, whether from internal or third-party sources
- Knowledge of technology as it applies to complex integrated accounting and operational systems
- Strong communication skills, written & oral, with the ability to establish trusted relationships and engage and influence colleagues and stakeholders across the Society
- Commercially minded with a specific focus on customer service
- A good understanding of the business operations of a complex organisation
- Experience of leading and managing staff

Desirable:

- Experience of managing outsourced services

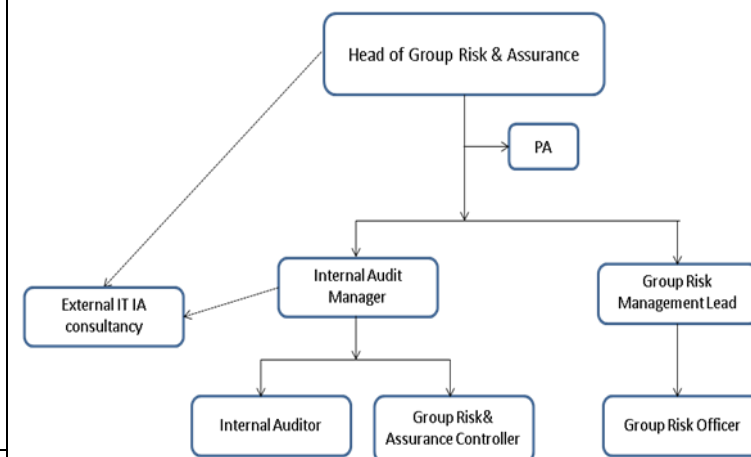
Planning & Organising

- Balancing professional accounting / auditing standards, policies and practices with operational / strategic requirements
- Ensuring that financial and operational control is maintained
- Managing a shared service, ensuring delivery to multiple customers to a consistently high quality
- Creativity and flexibility of approach to ensure success
- Balance the requirement of delivering the audit plan to set timeframes with the need to perform activities outside of the plan as and when required.
- Champion for continuous improvement of risk management and internal control
- Leading and overseeing a team to ensure that goals are met

Dimensions

- Reports to the head of Group Risk & Assurance

Organisation Chart





The Law Society

Supporting Solicitors



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| <ul style="list-style-type: none">▪ Manages a team of two internal posts▪ Operational management of externally sourced internal auditors, primarily IT auditors.▪ Provides services across the Group, operating across diverse functional areas including the Solicitors Regulation Authority, the Law Society and Organisation Services, whilst maintaining professional independence▪ Interaction with senior Executives and Committees (including Audit Committee) around significant control issues, being able to debate, support and challenge as necessary.▪ Deputises for the head of Group Risk & Assurance as appropriate▪ The post will involve regular travel between the Midlands and London offices | |
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