

Job Description

Job Title: Supervisor

Department: Internal Audit

Reporting To: Senior Manager, Internal Audit

Contractual Hours: Hybrid working– standard hours 9:30am to 5:30pm, Monday to Friday

haysmacintyre is an award-winning firm of chartered accountants and tax advisors, with 38 partners and over 350 staff, providing advice to entrepreneurs, fast-growing and owner-managed businesses, charities and not for profit organisations across the UK and internationally.

Responsibilities are generalised and are no way exhaustive and will involve working on a range of clients across a variety of sectors, corporate and not for profit. Majority of the internal audit assignments will be focused towards not-for-profit clients. The role will be to deliver internal audits and special project work to clients from planning to reporting.

Main Duties and Responsibilities

- To work in line with the haysmacintyre's internal audit methodology.
- To understand the key risks identified by clients and the controls put in place to address those risks.
- To scope and plan variety internal audit assignment based on client requirements and risk assessments.
- To execute variety of audit tests / procedures and interpret outcome from testing.
- To prepare draft audit reports and working paper files to high quality standards for internal management and partner review.
- To lead on individual assignments ensuring delivery is in line with allocated budget and agreed timeline with clients.
- To seek guidance from managers and partners as required.
- Understand the financial, operational and compliance risks which impacts client operations and incorporate these into the audit work programme.
- Demonstrate the ability to identify risks, and make recommendations which are appropriate, proportionate, practical and cost-effective.
- Manage several internal audit assignments and prioritise.
- Manage a portfolio of clients and deliver internal audit plan in line with client requirements.
- Develop internal audit strategy for clients.
- Supporting the Partners and Directors in key business development activities for new work including targeting, writing proposals and presentations.



INTEGRITY

- We operate in a trustworthy and straightforward manner.
- We are honest, objective and sincere.
- We comply with and uphold professional requirements and obligations.
- We do "the right thing" at all times.



COLLABORATION

- We respect everyone and value their contributions.
- We act in an inclusive manner, sharing ideas, opportunities, successes and experience.
- We trust one another.
- We are communicative, consultative and accessible.



EMPOWERMENT

- We are confident in our expertise, delivery and knowledge.
- We understand that trust and responsibility go hand-in-hand.
- We have the flexibility and freedom to perform and recognise that "one-size" does not fit all.
- We have the independence to achieve our full potential.



DYNAMIC

- We challenge the status quo and champion progress.
- We search out and embrace new ideas and technology.
- We are open to change and new solutions.
- We learn from our experiences to improve.

The Candidate

- Relevant professional experience, ideally within Internal Audit
- Part qualified PIIA / CMIIA or equivalent
- Proficient in MS Office
- Excellent written and oral communication skills
- Experience with data analytics
- Flexible to travel
- Ability to execute audits with limited support
- A pro-active 'can do' attitude.



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