

## Job Description

<b>Job Title:</b>	Internal Audit Semi-Senior
<b>Department:</b>	Risk Assurance & Advisory Services
<b>Reporting To:</b>	Audit Manager
<b>Contractual Hours:</b>	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.

### Main Duties and Responsibilities

Undertake internal audits in line with approved internal audit plan, from planning to fieldwork and reporting outcome from the review.

Good understanding and knowledge on risk based internal auditing.

Undertake and comment an assessment of the adequacy and effectiveness of the internal control environment.

Prepares reports and preserves documentation to support audit work completed and findings reported.

Undertake grant audit work in line with approved terms of reference and presenting outcome from audit work completed.

Responsibilities below are generalised and are no way exhaustive:

- Responsible for conducting audit fieldwork which includes undertaking audit testing, conducting meetings with relevant client personnel
- Ensure a full briefing meeting has been held with the manager on the assignment before work commences
- Ensure the work undertaken is in accordance with the approved plan and budget

### The Candidate

#### Work Based Competencies

- Working towards or qualified internal auditor (PIIA)
- Proven relevant experience, gained in a similar auditing role
- Competent at using Microsoft applications, Work and Excel in particular



#### 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.

- Good communication and presentation skills
- Strong organisational and time management skills
- Able to influence internal / external clients and colleagues
- Has proven auditing skills
- Able to work under pressure with accuracy and focus
- Able to demonstrate problem solving skills
- Keen to add value to our clients' businesses

## Behavioural Competencies

- Flexible work attitude, pro-active and collaborative team player
- Ability to work well under pressure and adhere to tight deadlines
- Adaptability and ability to respond positively to change
- Ability to learn and pick things up quickly
- Familiar with and have an awareness of the laws and regulations that apply to accounting and audit and are required to ensure compliance
- Good interpersonal skills
- Good telephone manner and communication skills
- Excellent integrity and ethical standards



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