

Senior Internal Auditor

Our vision is to create communities where everyone has a safe home in a place where they're proud to live. We're big and we're local. Residents are at the heart of all we do and we use our size to influence positive change in the areas where we operate.

It's also about living our values which are at the **HEART** of what we do. All colleagues are expected to demonstrate a commitment to our values through their behaviours, actions and words on a daily basis. As a valued member of the Southern Housing Team, you'll embrace our Values to inspire others as well as yourself to be

- **H**onest
- **E**fficient
- **A**ccountable
- **R**espectful
- **T**rusted

You'll demonstrate our HEART values in your behaviours. You'll:

- Be authentic, open and transparent in your actions and words.
- Believe that by working together we accomplish more, and work hard every day to improve services, efficiency and value for money.
- Take responsibility for delivering excellence and own your own actions.
- Embrace difference, and put our residents, colleagues and our partners at the heart of all you do.
- Do what you say you will and be relied upon to keep your promises.

And, of course, show commitment to our approach to Equality Diversity & Inclusion, Health & Safety, Compliance and Code of Conduct policies and practices within Southern Housing.

The role

The Senior Internal Auditor will support delivery of Southern Housing's Internal Audit Strategy and plans, providing independent, objective, third line assurance and advice over the effectiveness and adequacy of Southern Housing's systems, processes, and controls.

The role will report to the Internal Audit Manager and deliver allocated internal audits to high quality, professional standards, within a timely manner.

They'll work closely with audit stakeholders, developing objective and trusted relationships to ensure their engagement in the audit process and delivery of identified improvements in the risk and control environment

The location

You'll be based at one of our main offices in either Farringdon, Croydon, Kings Heath, Isle of Wight, Maidstone or Sittingbourne, with the option for working in a hybrid way when appropriate and as agreed with your manager.

What you'll be doing:

- Reporting into the Internal Audit Manager.
- Developing and maintaining a broad and deep understanding of Southern's business processes, risk environment and control frameworks to support compliance and continuous improvement objectives.
- Working collaboratively with Southern colleagues and external peers to advise on systems of internal controls, deliver improvements in the risk and control environment and to maintain trusting relationships.
- Supporting delivery of the annual internal audit plan, leading and delivering allocated audits in accordance with prescribed deadlines
- Planning and performing internal audits in accordance with the Internal Audit methodology and Professional Practices Framework
- Scoping audits and preparing draft Terms of Reference for approval by the Director of Internal Audit and audit client which are relevant and prioritised to Southern Housing's strategic and operational objectives and risks.
- Ensuring key risks and controls defined within approved Terms of Reference are considered and any gaps (or missing controls), and the business impact of these, are identified and recorded.
- Ensuring the use of data analytics in Internal Audits to deliver a more systematic, complete review of business processes and wide-ranging assurance
- Ensuring the results of engagements are documented in the audit management system in a structured, clear and concise manner, to a standard which meets Southern Housing Internal Audit quality standards, and which would be acceptable during an External Quality Assessment of the function.
- Applying judgement and suggesting recommendations to findings which are aligned to Southern Housing's objectives, proportionate to the risk in question and add value.
- Delivering high quality draft audit reports and closing meeting slides, on audit issues and findings, for Internal Audit Manager review, to communicate key messages in a succinct, evidence-based and balanced way.
- Monitoring delivery of audit recommendations in accordance with prescribed deadlines.
- Supporting the Internal Audit Manager with periodic performance reporting.
- Supporting the Internal Audit Manager with ad hoc projects to enhance the audit management system and/or providing day to day support in the effective running of the system within the internal audit team.
- Participating in special projects, ad hoc audits and investigations as directed by the Director of Internal Audit or Audit Manager.
- Supporting the relationship with externally commissioned specialist internal auditors
- Keeping up to date with internal audit professional practices, sector related legislation, regulations and risk management and control best practices to ensure the internal audit function is high quality and compliant with professional standards.

What you'll need:

- Education to degree level or equivalent through relevant training or experience.
- Qualified professional membership of an internal audit or accountancy body (CIA/CMIIA or CCAB) or working towards.
- Knowledge of risk, regulation and compliance matters as relevant to UK Social Housing, including Regulatory Standards.
- Strong knowledge of audit and analytical techniques to review financial, performance, technical, business and operational controls and risk management processes.

Essential Skills and Abilities.

- Internal audit experience with a minimum of 2 years proven experience of auditing in a complex business environment.
- Understanding of control and risk in a complex and changing environment.
- Project management skills with experience of planning, organising and delivering audit assignments and ad hoc projects in an agile and timely manner.
- Skills to build effective, trusting relationships at all levels of the organisation, challenge the norm where applicable, and influence management and stakeholders regarding the importance of effective controls.
- Excellent facilitation, negotiation, verbal and written communication skills with the ability to write reports and present complex/sensitive information in an understandable way to a range of audiences.
- Excellent literacy, numeracy, analytical and IT skills.
- Word and Excel, Powerpoint, Visio and data analytics tools) and ability to utilise financial and other database systems following training.
- Ability to complete delegated tasks to specified timescales whilst maintaining a high standard of quality in line with professional and departmental standards.
- Ability to travel between offices.