

RECRUITMENT PACK

This document includes the following information:

- Job Description
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- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 11 December 2017

Interviews are planned for: 19 January 2018

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JOB DESCRIPTION – Job ref REQ01027

Job Title and Grade:	Senior Internal Auditor Grade 8
Contract:	Fixed term, full-time for one year in order to provide cover for a permanent member of staff who is absent from work on maternity leave (see General Information). Contract is due to begin March 2018.
Hours:	A notional minimum of 36 hours per week
Salary:	£32,548 - £38,832 per annum
Department/Section:	Internal Audit, Finance Section
Responsible to:	Director of Finance
Reports on a day to day basis to:	Head of Internal Audit
Purpose of job:	To be a key contributor in the delivery of an effective, efficient and well-regarded Internal Audit Service to the University of Essex and, under a cost-sharing arrangement, University of Suffolk.

Key Objectives:

The post-holder will be a member of a small team working under the direction of the Head of Internal Audit. The key objectives of the post are as follows.

- To assist the Head of Internal Audit (HIA) in managing the work of the Internal Audit team.
- To plan, organise, complete and report upon assigned audits (including special investigations and advising on systems development), in line with agreed procedures, appropriate professional auditing standards and sector codes of practice, to specified deadlines, within the resources allocated and with minimum supervision.
- To propose, agree and follow up recommendations with managers.
- To research and interpret the implications of professional and sector developments on the work of the Internal Audit team.
- To represent Internal Audit at meetings as required.
- To act as a source of advice and guidance to colleagues in addressing operational concerns in relation to systems and controls they operate and application of Financial Regulations and associated Financial Procedure Notes.

Duties of the Post:

1. Carry out audits assigned by the HIA in line with agreed procedures, appropriate professional auditing standards and sector codes of practice, to specified deadlines and with minimum supervision.

2. Prepare a plan for each assigned audit detailing the scope, methodology and objectives of the audit and agree it before commencement with the HIA and subsequently with managers and the audit sponsor.
3. Make decisions about how to carry out assigned audits in accordance with the scope, methodology and objectives agreed with the HIA. Consult the HIA if required. Agree any significant variations in scope, methodology and objectives with the HIA.
4. Report progress with audits to the HIA and managers and the audit sponsor.
5. Identify solutions to any weaknesses apparent in systems and processes reviewed taking account of the operating needs of the area concerned and agree these with the HIA.
6. Report to and agree findings, opinions and recommendations on assigned audits with the HIA in the first instance. Once agreed, meet with managers and the audit sponsor to present, discuss and agree findings, opinions and recommendations.
7. Communicate the agreed findings and recommendations along with opinions on assigned audits in writing in an accessible, clear and concise format for agreement with the HIA in the first instance and subsequently with managers and the audit sponsor.
8. Follow up on the implementation of the agreed recommendations as required by the HIA.
9. Effectively manage own time to deliver audits assigned by the HIA to specified deadlines and within resources allocated.
10. Network with colleagues and build relationships to improve the effectiveness of Internal Audit.
11. Liaise with other internal auditors in the HE sector to exchange information and keep abreast of developments.
12. Keep up to date with professional and sector developments relating to the work of the Internal Audit team, including potential risks to the achievement of institutional strategic and operational objectives.
13. Advise colleagues on the operation of Financial Regulations and associated Financial Procedure Notes as required.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

November 2017

PERSON SPECIFICATION

JOB TITLE: Senior Internal Auditor

Qualifications/Training

	Essential	Desirable
▪ CIIA or CCAB qualified	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Evidence of continuing professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of Internal Audit and relevant professional standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of audit assignment planning and delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge and understanding of the risk environment that a large complex business operates in	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Working knowledge of assessing key business systems, risks and controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ IT systems audit experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of supervising, advising and training internal audit staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Competent user of a range of computer applications including Word, Excel, e-mail and the Internet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ High level of verbal and written communication skills, including the ability to work effectively with staff at all levels of the organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Organisational skills in planning and prioritising own work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Investigative and analytical skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Negotiating and influencing skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work autonomously and on own initiative to meet deadlines and objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Competent user of the IDEA data analysis software or similar software	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Member of IIA or CCAB body	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness and ability to travel to different sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link
<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

November 2017

Additional Information

Internal Audit, Finance Section

You can find more information about the department at the following link www.essex.ac.uk/finance

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

General information

Informal enquiries may be made to Myroulla West, Head of Internal Audit (telephone: 01206 874276, e-mail: westm@essex.ac.uk). However, all applications must be made online.

This appointment is for a fixed-term from March 2018 until March 2019 in order to provide cover for a permanent member of staff who is absent from work on maternity leave. You should note that should the permanent member of staff choose to return to her post earlier than the end date of this contract then a notice period of 1 month, instead of 3 months, shall apply to the ending of this appointment.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeParkDayNursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.

This document is produced by:

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