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| **ROLE Title:** | Internal Auditor  | **DAte:** | January 2025 |
| **GRADE:** | D | **Business Unit:** | Internal Audit  |
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| **Role** | **Key Responsibilities:** | **Skills / Knowledge / Experience:** | **Competencies / Values** |
| **Role Purpose**:As an internal auditor, you'll provide an independent assurance that an organisation's risk management, governance and control processes are operating effectively.You'll work across all of the RAC Group to monitor and evaluate how well risks are being managed, how the business is running and if internal processes are working.The scope and nature of audits can vary significantly, but the main priority of your work is to ensure any issues that affect the survival and prosperity of the business are dealt with.Your work with senior management will provide evidence to stakeholders that they are managing their business effectively.**Role Dimension:****Non-Financial:**Hybrid working out of either Bescot or Bradley Stoke**Reports to:** Head of Internal Audit / Senior Internal Audit Manager**Relationships Internal:** Stakeholders at all levels of the organisation | ***What the role must deliver***The Internal Auditor role will entail undertaking a number of allocated audits from the risk based Internal Audit Plan, with supervision from a senior colleague. You will be expected to adhere to the RAC Internal Audit Charter and Methodology, which reflects the IIA Global Internal Audit Standards and the Internal Audit Code of Practice. You will also be expected to assist in related activities such as Consultancy engagements and investigations. Specifically, you will be expected to:* Plan Audits by assessing in scope areas of the business and learning their strategic aims, what they do, how they do it and why.
* Analysing the risk of in scope areas and outputting a risk assessment including risk ratings (inherent and residual) and documenting the compensating controls.
* Evaluating the effectiveness of the design of the internal controls and documenting the results.
* Setting up a work programme to adequately test the operational effectiveness of controls, using the appropriate audit techniques, related to the highest areas of risk within in scope business areas.
* Detailing the work to be undertaken in a Terms of Reference, including an accurate representation of timelines and resource requirements.
* Test the effectiveness of the control framework and report results via the agreed format.
* Preparing reports to highlight work undertaken, issues found and the agreed solutions.
* Track agreed Internal Audit Actions through to completion, ensuring appropriate evidence is documented.
 | What type and level of experience will somebody need to have to do this role? * Previous experience in an Internal Audit Role
* Able to produce, analyse and interpret complex data to identify trends/issues.
* Write reports and recommendations for audiences up to executive board level.
* Strong understanding of internal control frameworks and risk management principles.
* Excellent analytical and problem-solving skills.
* Good communication and stakeholder relationship skills.
* Good Planning and organisational skills.
* Resilient and able to accept reasonable challenge but push back where necessary.
* Good written & verbal communication skills.
* Ability to work independently and as part of a team.

**Qualifications:*** Member of the Chartered Institute of Internal Audit (IIA)
* Either part or fully qualified IIA Certified Internal Auditor (CIA)
 | * Building Relationships – Level 4
* Commercial Awareness – Level 4
* Continuous Improvement – Level 4
* Interpersonal & Influencing Skills - Level 3
* Judgement & Decision-Making – Level 3
* Team Working – Level 3
* Specialist Knowledge -Internal Audit

**Values**Use RAC Values |