

Internal Audit Manager

London

14-month FTC, Full Time

Start Date: ASAP

Specific Responsibilities

Assist with the performance of the Group's Internal Audit ("IA") function, in particular, under the guidance of the HIA:

- Maintenance of the Group's written Internal Audit procedures, to ensure they are aligned with professional standards.
- Drafting the risk-based annual Group Internal Audit Plan, ensuring it reflects the risk profile of the group and covers those areas relevant to the group's operations and changing risk profile.
- Demonstrate clear ownership for leading and completing planned internal audits to a high standard in accordance with internal procedures / professional standards, and with minimal input from the HIA, specifically:
 - i.) Planning – Undertake appropriate research into the auditable area to identify an appropriate audit scope and associated audit program.
 - ii.) Fieldwork –
 - Carry out sufficient testing, including detailed analysis / evaluation, to ensure control processes are effective.
 - Ensure high priority risks are identified, managed appropriately, and communicated to key stakeholders.
 - Ensure that sufficiently comprehensive and clear audit working papers are maintained within TeamMate+ in respect of each audit completed.
 - iii.) Reporting:
 - Develop recommendations that are practical and effective (within reasonable cost vs. benefit criteria) to strengthen the control environment.
 - Prepare timely reports summarising draft observations to management.
 - Prepare formal audit reports / memos for review and issuance by the HIA.
 - Assist with the peer review of draft reports where required.
 - iv.) Follow up on audit recommendations - Take responsibility for the follow-up of outstanding audit recommendations. Specifically, ensure audit findings are monitored, remedial tasks completed by management on time; and the status of outstanding audit points are reported on a regular basis.
 - To ensure that all deadlines, as agreed with the HIA, are met and that potential slippage is highlighted at the earliest opportunity. Ensure internal audit staff is utilised efficiently.
 - Provide administrative support for the drafting of regular reports to Group and Subsidiary Audit Committees /Boards.



- Provide guidance and direction for junior staff to develop business and audit knowledge, set clear expectations, provide timely and constructive feedback, encourage their career advancement, and set the tone by facilitating knowledge exchange/transfer.
- Keep up to date with industry developments around governance, risk management, control and internal auditing, including networking with peers. Assist in implementing improvements (as appropriate).
- Liaise, as required, with co-sourced internal audit resources.
- Production of management information.
- Carry out ad hoc work as directed by the HIA, including Group Internal Audit functional administrative duties and any other ad-hoc duties requested by management.

Essential Skills & Knowledge

Experience:

- Minimum of 5 years relevant auditing experience, at a senior level, gained in insurance / reinsurance companies. Preferably experience in the Lloyd's of London market and / or special purpose insurance businesses.

Education:

- Educated to a degree level (or equivalent).
- Recognised professional accounting qualification (ACA, ACCA, CA, CPA or CMA).
- Achieved / be progressing towards a professional Internal Audit qualification (CIIA or CIA) or IT Audit (CISA)an advantage.

Key skills and abilities:

- Comprehensive understanding of auditing practice and IIA standards. Technically sound with a good understanding of control concepts, IT matters; and an ability to quickly understand new operations or proposals.
- Ability to develop and maintain strong working relationships with all levels of internal stakeholder's, external auditors; and co-source relationships.
- Must have excellent planning, organizational and time management skills, with the ability to work on one's own initiative.
- Ability to manage multiple and / or complex audits, with a track record of delivering to tight deadlines.
- Excellent written and oral communication skills.
- Ability to think analytically, a good facilitator and consensus builder, and a problem solver.
- An ethical professional who can be trusted to operate at the highest level of integrity.
- Willingness and ability to travel as the role may require.
- Fit with Lancashire culture including the ability to be a team player.
- Proficiency in Microsoft Office Suite.
- Proficiency in TeamMate.



Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, and considerate of our environment and wider society, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.

How to Apply

Please e-mail your CV and a covering letter including your salary expectations, notice period and availability to interview to HR@lancashiregroup.com