



## Hargreaves Lansdown Role Profile and Person Specification

<b>Role Profile</b>	
Job Title: <b>Senior Internal Auditor</b>	Hours of Work: <b>Mon-Fri, 9am-5pm</b>
Salary: <b>up to £37,000 p.a. pro rata</b>	Reporting To: <b>Head of Internal Audit</b>

### Summary:

The successful candidate will be responsible for providing a high level of audit expertise and assurance within our Internal Audit team.

Internal Audit are responsible for reporting to the Board, via its Audit Committee, on the quality of risk management, internal controls and corporate governance across the HL Group. This is achieved through a risk-based audit plan encompassing individual audits to highlight good practice and also the need for improvements where appropriate. We also assist the business through various ad hoc assurance and consultancy engagements and occasional visits to third parties.

The role is varied and challenging, requiring detailed investigations and a wide range of testing and report-writing. It also includes regular interaction with managers and directors across the Group.

### Key Duties & Responsibilities (working both independently and as part of the team as required)

- Leading and conducting internal audits in line with the annual audit plan
- Drafting audit programmes
- Writing up test findings and drafting audit reports
- Potentially conducting ad hoc reviews and investigations as required
- Meeting with management and senior management to discuss results of testing and completion of engagements

<b>Person Specification:</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Chartered Internal Auditor or Accountant (or equivalent)</li> <li>• Degree or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Additional audit and/or accountancy qualifications especially relating to financial services, information technology, risk management, etc.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least five years' experience of Internal or External Audit</li> </ul>	<ul style="list-style-type: none"> <li>• Significant experience of auditing within a financial services company</li> <li>• IT Audit experience</li> <li>• Experience of having audited risk management, corporate governance, strategy, etc.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of ACL data analytics software</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of other data analytics software</li> <li>• Strong Microsoft Excel and report-writing skills</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Exceptional communication skills</li> <li>• Exceptional analytical skills</li> <li>• Exceptional writing skills</li> <li>• Strong organisational skills</li> <li>• Strong problem-solving skills</li> <li>• High level of attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Comfortable working both independently and within a group</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Inquisitive</li> <li>• Articulate</li> <li>• Proactive</li> <li>• Organised</li> <li>• Objective</li> <li>• Confident</li> <li>• Tenacious</li> <li>• Professionally sceptical</li> </ul>	

Written by: **Head of Internal Audit**

Authorised **November 2014** by: **Chief Executive Officer**