

Audit Officer - Job description

Role information

Department: Internal Assurance

Job Title: Audit Officer

Grade: C

Responsible to: Internal Audit and Compliance Manager

Date: August 2024

Purpose of the job:

Working directly with the Audit & Compliance Manager to support in the effective planning, conducting, and reporting of audits on time. Ensuring the provision of an efficient audit service to the Fund Group.

Duties and responsibilities

Internal Audit Work

- Complete for review the monthly financial and systems audit across the Group including checking finance prepared reconciliations, authorisations, payroll and system changes.
- Assist with system testing and process validation, as required.
- Complete other audit and systems work, as requested.

Grant Audit and Compliance

- Produce and send audit email/letters asking for receipts and/or confirmation of item delivery.
- Log and action receipts and confirmations received.
- Liaise with families/referrers/other teams about audit related queries.
- Complete monthly proof of delivery checks on all suppliers.
- Maintain interface between audit and Grant Services/FFBS team/Cin team.
- Assist with any reported allegations of misuse or fraud, ensuring these are documented and reported.
- Assist with continuous improvements and automation of the audit function.
- Assist in updating and maintaining audit department processes and procedure documentation.
- Conduct additional tests in response to increases in funders or changes in requirements due to continued business growth

Business Reporting

- Assist in the preparation of Business and Board reports as required.

General

- To support the Audit and Compliance Manager, Data Protection and Compliance Officer and Management team as requested.
- Assist in ensuring Data retention policy for Audit and Compliance data is adhered to.
- To attend meetings and training sessions as required.
- To participate in cross-functional projects as appropriate.
- To carry out other appropriate duties as may be required.

Person specification

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Job Title: Audit Officer

Experience

- Administration experience with similar duties
- Accounting practices including finance accruals and reconciliations
- Record input and maintenance
- Varied and demanding workload

Desirable

- Work in auditing

Skills, knowledge, and abilities

- Microsoft Office particularly managing data in excel
- Excellent critical reasoning, logical problem solving and analytical skills
- Excellent communication skills – verbal and written
- Good interpersonal skills
- Literacy, numeric and accuracy skills
- Excellent document presentation skills
- Ability to use initiative
- Ability to cope with a varied and demanding workload
- Ability to work independently and within a team
- Ability to handle pressure and work to deadlines
- Excellent planning and organisational skills

Education/training

- GCSE including Maths and English or equivalent

Desirable

- AAT qualified or part qualified

Personal attributes

- Positive and innovative approach to administration
- Committed to continuous improvement
- Open and participative style of working
- Flexible and adaptable to work demands and changes

Desirable

- Appreciation of the impact of disability on family life