University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job title	Deputy Director of Internal Audit	Job family and level	APM 6
School/ Department	Internal Audit Service	Location	University Park Campus

Purpose of role

The Deputy Director of Internal Audit provides expert professional and management support to the Director of Internal Audit in the delivery of the Internal Audit Service (IAS) across all campuses, and leads and undertakes the most complex and challenging audits.
IAS conducts an independent appraisal of the University's activities (with global responsibilities) to:
 Provide assurance to management, the Audit and Risk Committee and Council on the adequacy of control and risk management within the University, and
 To provide assistance to management to improve controls and risk management and to support good practice.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Planning and scheduling** ▪ Responsible with the DIA for development of Internal Audit strategic and operational plans. ▪ Responsible with the DIA for monitoring risks and developments within the University to inform and determine scheduling and scoping of audits.	5%
2	**Service development and quality assurance** ▪ Provide professional support and advice to Internal Auditors/Audit Consultants, across all campuses, including training and induction as required and review of audit working papers and reports. ▪ Lead continuous improvement of the service, across all campuses, to ensure that policy, principles and working practices meet professional standards and client needs in the most efficient and effective way. ▪ Maintain and develop the recommendation monitoring and follow-up process.	30%
3	▪ **Audit work** ▪ Plan and deliver risk-based audit work on a range of University activities. ▪ Working with a high degree of initiative and autonomy, deliver complex audits, dealing with areas of high risk, complexity, and sensitivity, often across multiple functions. These will include	45%

	international activities, strategic programmes and projects and IS/IT related work with external providers. ▪ Use data analysis, benchmarking or other techniques to add insight to the topic under review. ▪ Make pragmatic recommendations for improvement. Influence and persuade management that action is necessary to address specific risks identified and/or to improve operations. Support management to develop meaningful and realistic action plans. ▪ Audit work will be performed in accordance with relevant professional standards and with a strong focus on stakeholder needs.	
4	**Advice** ▪ Promoting good practice and providing advice in response to requests from university staff for advice on systems and procedures or in response to findings from audits.	5%
5	**Investigations** ▪ Lead investigation work, which may include detailed analysis of records and systems and conducting interviews as requested, to provide additional information/evidence/an independent point of view on matters of concern brought to the attention of IAS. ▪ Work with legal advisers and police as required.	5%
6	**Liaison and communication; professional updating.** ▪ Liaise with other HE internal auditors, external auditors, and other bodies as appropriate to improve the Internal Audit Service. ▪ Promote IAS across the University to improve the service and increase the benefits from it. ▪ Liaise with any co-sourced audit provider. ▪ Keep abreast of developments in internal auditing, the University and Higher Education, including relevant international developments.	5%
7	**Other** ▪ Assist with preparation of reports e.g. to University Executive Board and Audit and Risk Committee. ▪ Attend Audit and Risk Committee on request. ▪ Deputise for the DIA in their absence. ▪ Any other duties appropriate to the grade and role.	5%

Person specification

	Essential	Desirable
Skills	▪ Highly developed knowledge of the principles and practice of internal audit. ▪ Diplomatic and persuasive, able to form good working relationships and influence people at all levels of the University whilst maintaining independence. ▪ Consistently operate with integrity and discretion. ▪ A strong team focus and the ability to motivate colleagues to succeed in their roles. ▪ Proven advanced analytical and problem solving skills. ▪ Ability to focus on significant issues and risks whilst also being able to manage detail. ▪ Self-motivated, resilient and able to work to deadlines. ▪ High level of oral/written communication skills. And a strong IT skills: confident user of MS Word and Excel.	▪ Effective research and information ▪ management skills. ▪ Able to rapidly understand other IT ▪ systems.
Knowledge and experience	▪ Substantial in-depth experience of internal audit including: ○ planning and undertaking strategic, complex audits involving new and/or developing and/or cross-functional and/or cross campus risks and activity, in areas of high risk or sensitivity. ○ managing audits through all stages from scoping to reporting. ○ preparation of sophisticated and wide-ranging reports – with strong analysis and synthesis of findings development of recommendations which provide creative and constructive solutions, and gaining consensus resulting in positive management responses ▪ Experience of developing internal audit processes to meet professional standards and improve the service provided. ▪ Experience of effectively working with and influencing staff at all levels including senior management.	▪ Awareness and understanding of University activities and objectives ▪ Managing investigations ▪ IS/IT audit ▪ Programme and project audit ▪ Delivering audits involving third party providers, or International operations. ▪ Risk Management

Qualifications, certification and training (relevant to role)	▪ Good Honours degree ▪ Professional qualification from the ▪ Chartered Institute of Internal Auditors ▪ or one of the CCAB accountancy ▪ bodies (or equivalent).	▪ Fraud Investigator Qualification



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
Taking ownership	Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
Forward thinking	Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
Professional pride	Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
Always inclusive	Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

