



# An alternative career in finance

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## Internal Audit Manager

Following strong organic growth, we are on the lookout for bright individuals to join our team; individuals who are smart, motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit [aztecgroupp.co.uk/careers](http://aztecgroupp.co.uk/careers), email [careers@aztecgroupp.co.uk](mailto:careers@aztecgroupp.co.uk) or call us on +44 (0) 1534 837562.

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Aztec Group is an  
ACCA Platinum Employer



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GROUP

# Job Description

## Internal Audit Manager

Reporting to the Senior Internal Audit Manager, you will be responsible for the timely execution and management of all audits assigned to you, including drafting the audit findings. In addition, as part of the Internal Audit team, you will be required to undertake information security audits to help management achieve the business objectives for information security and meeting the requirements of the ISO Standard.

Internal audits are risk-based in nature, with coverage across the entire group and product lines, and as a result the candidate must be willing to travel up to 30% of your time. This role offers exposure to senior management and an opportunity to really learn about this high-growth business from the ground up. It is essential that the successful hire can work well autonomously as well as within a small team.

### Key responsibilities:

- + Assist with development of the annual internal audit plan (the "Plan") ensuring the Plan provides assurance over the key and emerging risks relating to the Group's strategic objectives
- + Help to deliver the Plan by conducting internal audits in line with Aztec Group's audit methodology, Institute of Internal Audit Standards (IIA) standards, within agreed timelines
- + Identify whether internal controls have been adequately designed and are operating as effectively; identify control gaps, control deficiencies and/or opportunities for improvement within core processes
- + Draft internal audit reports with clear findings and recommendations which address the ongoing enhancement and sustainability of the control environment at Aztec Group
- + Establish and communicate a clear management action plan for all audit findings
- + Maintain effective relationships with key stakeholders and management across the Group

### Minimum qualifications and experience:

- + A university degree, ideally in a related field (Accounting, Finance, Business, Economics etc.)
- + A relevant professional qualification (e.g. CA/CIMA/ACCA/IIA) is highly desirable. Note: support towards studying for internal audit qualifications will be available and encouraged
- + Ideally suit a first move away from Big 4 / Top 10 firm. Preferred candidate will be qualified with at least two years post qualified experience
- + Minimum five years auditing experience (statutory and/or internal audit), with a thorough knowledge of audit methodologies and the IIA Standards
- + At least two years' experience running and managing audits with minimal supervision from the scoping stage through to the drafting of the audit report

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### Skills, knowledge, experience:

- + Sound knowledge of internal control frameworks (i.e. COSO), risk management and the three lines of defence model
- + Self-motivated and proactive in approach; able to act independently and on own initiative
- + Fast learner, highly analytical and problem solver
- + Strong interpersonal skills; ability to develop close working relationships with colleagues and business contacts
- + Effective negotiator and influencer
- + Strong communication skills (both written and verbal)
- + Time management and organisational skills; can manage and meet deadlines on assignments
- + Ability to focus on detail, but understand and articulate the wider impact
- + Proficiency with Microsoft products, in particular Outlook, Word and Excel

We will provide the training, both in house for relevant technical knowledge and also professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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