



## JOB DESCRIPTION

<b>Job Title</b>	Senior Internal Auditor
<b>Department</b>	Operations
<b>Reports to</b>	Head of Internal Audit
<b>Location</b>	Living Planet Centre, Woking
<b>Job Level</b>	5
<b>Flexibility</b>	Office based with 6 - 10 weeks travel abroad per year
<b>Date</b>	October 2019

### CONTEXT OF ROLE

Corporate Services comprises the Internal Audit, Legal and Compliance Teams within the Operations Department.

The Corporate Services Team helps WWF-UK to achieve its objectives by evaluating and improving the effectiveness of risk management, control and governance processes both in the UK and abroad. It ensures compliance with all relevant laws and regulations, advises on the management and mitigation of risk (legal or otherwise) and ensures effective governance processes.

### MAIN PURPOSE AND SCOPE OF THE JOB

WWF-UK Internal Audit is an independent, objective assurance and consulting team that works with managers to improve WWF-UK's operations and add value. It helps WWF-UK accomplish its objectives by evaluating and improving the effectiveness and efficiency of risk management, controls and governance processes.

The unit is an active member of the WWF Network Internal Audit Group (NIAG) that enables audit teams across the wider network of WWF to share information, collaborate and coordinate their activities to maximise assurance levels and minimise duplication of effort. As a professional service the unit aims to conform to International Internal Auditing Standards.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Lead, plan, organise and carry out audit reviews of WWF UK and international operations and partners, communicate results, make recommendations and monitor managements' response and implementation of the agreed actions.
- Advise managers on systems of internal control.
- You may be required to mentor, lead and support colleagues from elsewhere in the organisation who may be brought in to lend their expertise to audit assignments on an ad hoc basis.
- Travel to WWF funded sites abroad - international audits are planned and carried out according to need but are not expected to exceed more than 10 weeks per annum.
- Lead fraud investigations in accordance with WWF UK's fraud response plan.
- Feed in information to reports for the Audit Committee and other management meetings as required.
- Actively participate in and collaborate with the WWF Network Internal Audit Group (NIAG) to improve the standard of Internal Audit across the Network.

## **PERSON SPECIFICATION**

### **EXPERIENCE, QUALIFICATIONS & KNOWLEDGE**

- CCIA, CCAB or equivalent qualification with considerable experience in Internal Audit leading complex internal audit reviews
- Experience of leading complex internal audits
- Experience of identifying and analysing complex information, regulations and policies and translating this into impactful advice and value adding solutions
- Experience of managing multiple stakeholders' expectations and communicating with all levels of the organisation
- Experience of travelling abroad, ideally within a work context

### **SKILLS AND COMPETENCIES**

- Demonstrable ability to work confidently alone and handle potentially difficult situations in a professional, tactful and confidential manner
- Ability and confidence to lead audits in the UK and overseas in situations that may require rapid reappraisal of audit objectives and approaches
- Ability to adapt approach to take into account cultural sensitivities and still deliver a quality audit product
- Ability to analyse complex information and translate this into impactful advice and value adding solutions

- Ability to plan own work and to meet tight deadlines not only in your own work but also to negotiate prompt responses from others to ensure a fast turnaround of reports
- Ability to present complex issues in a simple and engaging manner to a range of audiences
- Strong IT skills including the ability to use Excel to analyse data
- Strong documenting and report writing skills that can be adapted to different audiences
- Flexibility to travel internationally for up to ten weeks each year

## **WWF-UK'S VALUES**

WWF-UK's values are: 'We are courageous', 'We are passionate', 'We are collaborative', and 'We are guided by science and inspired by the wonders of nature'. These values should be embedded in your work and behaviour, and any associated policies and processes adopted consistently.

***This document sets out key responsibilities of the role and is not intended to be an exhaustive list of tasks and duties. We reserve the right, at our sole discretion, to reasonably vary the responsibilities from time to time depending on the needs of the organisation without changing the level of the role.***