

## Job Profile

Job Title	Auditor
Reports to (job title)	Head of Audit
Job Reference No.	HOMEJD450

### The job in a **nutshell...**

As Auditor you'll help to deliver a value-added assurance service to the Group and its subsidiaries. You will be involved with audit fieldwork, discussions with audit sponsors, consultancy and advisory services, and ad hoc investigations, for example fraud.

### What **success** will look like...

As part of the Assurance Services team, you will assist the Head of Audit deliver an audit approach consistent with Home Group's strategic priorities. You will undertake audits, challenge current practice, and help identify ways in which Home Group can become more efficient and effective.

You will have the ability to identify and quantify key system risks and carry out critical assessment of existing system control environments. You'll be able to identify system weaknesses and make recommendations to mitigate risk and identify potential improvements.

You'll provide an overall assessment of systems and existing controls and use this to formulate overall assurance opinions.

You'll present audit findings and overall opinions, to senior managers both verbally and in a formal report and advise on what actions can be taken by management to address the findings.

You will also play a role in providing consultancy advice on the development of new systems and services by contributing to Group wide improvement projects.

You'll complete specialist investigations including interviewing colleagues, reviewing documents, and gathering supporting evidence and presenting findings and opinions to stakeholders.

You will also complete value for money and benchmarking studies, including reporting to senior managers the cost effectiveness of a particular service or area of expenditure in comparison to the rest of Group, peer, or sector.

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## You'll already have these **brilliant** skills, qualifications and knowledge...

Along with the below technical qualifications, experience, and knowledge, you'll have strong report writing abilities and can deliver to a varied and demanding audience, along with brilliant communication skills. You will be confident in communicating with all colleagues, whether Executive, Senior Management, or frontline colleagues.

You will provide challenge and successfully influence the implementation of revised or new processes and procedures. You'll have experience of conducting special investigations work e.g., fraud and value for money studies. You will be able to prioritise your workload and work under pressure to meet reporting deadlines.

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That's when it hits home

[www.homegroup.org.uk/careers](http://www.homegroup.org.uk/careers)

## Transferable skills

### •**Transferable skills**

- Pays attention to the details
- Applying legislation working within policies and procedures
- Using and recording information accurately and timely

### •**Transferable skills**

- Active listening to understand others strengths, development areas and interests
- Take time to understand where others want to get to help them to assess if this is realistic

### •**Transferable skills**

- Take ownership for understanding the external influences on Home Group and what our competitors are doing
- Understand the current challenges and ask 'what does this mean for me and those I work with?'
- Take responsibility for making sure your knowledge is up to date, read and listen to updates about our sector and internal communications

### •**Transferable skills**

- Be curious - listen to understand your audience's situation or style
- Understand our strategy and customers and able to articulate the benefits of change
- Know how to get the best out of those you work with

## Technical qualifications, experience and knowledge

### •**Technical skill 1**

- Qualified Accountant, Internal Auditor or equivalent with excellent business acumen, gained through relevant audit experience.

### •**Technical skill 2**

- You will be confident in carrying out audit fieldwork and testing, identifying controls, risks and weaknesses, documenting your findings and following up completed audit actions.

### •**Technical skill 3**

- You'll have strong report writing abilities and can deliver to a varied and demanding audience, along with brilliant communication skills whether communication with Executive, Senior Management or frontline colleagues.

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We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Experience of using data interrogation auditing tools.

### We're all **accountable** for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity, and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

### Other **important** stuff...

You'll be a budget holder? No  Yes

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You'll manage people? No  Yes

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional  Regular  Frequent

## Brilliant ★ People

At Home Group, every colleague lives and demonstrates our values and brilliant people behaviours as part of their role.



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