

Forward thinking
Straight talking



Internal Audit Manager

JOB SPECIFICATION

Gateley /

POSITION:	Internal Audit Manager
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The *role*

To lead and deliver the Internal Audit function at Gateley Plc in accordance with the Internal Audit Charter. The goal of Internal Audit is to provide assurance over the internal systems and controls in respect of our legal, financial and regulatory obligations and in line with our quality standards accreditation. The Internal Audit function is developing and the Charter should evolve to reflect this. To agree and execute an internal audit plan across the legal function and the wider professional services group. This will require carrying out planned and unplanned audits across multiple sites, using a targeted, risk-based approach.

A key part of the role will be to maintain or improve the current Internal Audit framework (as defined by the Internal Audit Charter), carry out internal audits, prepare reports and recommendations for senior decision makers and to maintain organised records of findings and remediations. You will also report findings to relevant stakeholders, the Professional Regulation & Standards team, Risk Committee and Audit & Risk Committee.

Main duties and responsibilities

- Engaging with teams and committees across our legal services and other professional services businesses to develop an annual audit plan and deliver audits in accordance with the plan or as requested by senior stakeholders.
- Reporting findings and recommendations to senior decision makers and other stakeholders and keeping organised records to support decision making.
- Attend and present at regular operational Risk Committee and non-executive director Audit and Risk Committee meetings.
- Supporting Lexcel accreditation and ad hoc audit requests from internal and external stakeholders.
- Supporting the implementation of ISO 9001 and 27001 standards and carrying out Internal Audit responsibilities in accordance with those standards.
- Providing audit advice/support to the Professional Regulation & Standards (PRS) team (including in relation to AML reporting obligations).
- Contributing to continual improvement of audit processes.
- Working with the PRS and Learning & Development teams, to share knowledge and support compliance with policies and procedures.
- Supporting the enhancement of policy, processes and procedures in line with audit findings and other identified need.

The *Team*

This role is currently the sole Internal Audit representative in Gateley Plc and reports to the Risk Partner and the Chair of the Audit & Risk Committee. There is potential to grow the team if needed to address demand from the business for internal audit services. If the team grows the role would include the management of additional team members.

Internal Audit is considered the third line of defence in the 3LOD assurance model and sits alongside (but not within) the Professional Regulation & Standards team who represent the second line of defence and with whom Internal Audit works closely to develop and deliver its audit plan.

This role also sits on the Risk Committee and reports regularly to the Audit & Risk Committee with other ad hoc reporting to the Operations Board and other governance bodies as required.

The *person*

The ideal candidate will demonstrate:

- ACA, IIA or equivalent qualification.
- Previous experience in a law firm or other professional services environment in a lead internal audit role.
- Big Four (PwC, Deloitte, E&Y, KPMG) experience highly desirable but not essential.
- High degree of practical experience in managing, leading and delivering internal audits, including audits required for Anti Money Laundering and Terrorist Financing regulations.
- Confident and resilient assurance professional, with high standard of written and spoken communication skills.
- Ability to engage appropriately with people at all levels of seniority.
- Excellent time management skills and proven ability to work independently to deliver work with little regular supervision.
- High level of proficiency with Microsoft office applications.
- Good understanding of the three lines of defence assurance model and standard internal audit ways of working.
- Good understanding of the relationships between Internal Audit, risk and compliance management, day to day business activities and external stakeholders.
- Experience in attending and participating in board level committees and meetings is highly desirable.
- ISO 9001 and 27001 lead auditor accreditation is highly desirable but not essential.
- Experience with ISO 9001 and 27001 quality standards is desirable but not essential. An interest in the accreditations is essential.
- Working knowledge of Filesite or 3E is desirable but not essential.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive

remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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