



JOB of the Week



Job name: Auditor (Internal)

Job description: Internal and external auditors check organisations' financial records and procedures to make sure they are accurate and efficient. Internal auditors deal with operating issues crucial to the smooth running of any organisation - you'll need initiative and analytical ability to succeed.

Tasks you will undertake in the job: The work of internal auditors is varied and your range of tasks can include:

- attending meetings with auditees to develop an understanding of business processes
- travelling to different sites to meet relevant staff and obtain documents and information
- researching and assessing how well risk management processes are working and recording the results using software such as Microsoft Word and Excel
- providing ad hoc advice and guidance to managers and staff at all levels, sometimes by delivering courses and training sessions
- performing risk assessments on key business activities and using this information to guide what should be covered in audits
- anticipating emerging issues through research and interviews and deciding how best to deal with them
- providing support and guidance to management on how to handle new opportunities
- agreeing recommendations with relevant staff members to make improvements to operations and helping to secure backing for them in meetings
- preparing reports to highlight issues and problems and distributing the reports to the relevant people
- assessing how well the business is complying to rules and regulations and informing management of any issues that need addressing including managing a variety of stakeholders and their expectations through regular communications.

Skills required for this job (core competencies):

Communication	Resilience	Organisation	Teamwork
Problem Solving	Initiative	Creativity	Digital literacy

What to expect?:

Internal audit work is usually office based. Opportunities for part-time work, flexible working and career breaks are available, but tend to vary by employer.

A large number of jobs are based in London and main cities but due to many organisations needing internal auditing, opportunities are available in smaller towns in the regions.

Internal auditing is a corporate function mainly in medium to large organisations and, as such, work may be available on a global level, particularly with companies that have overseas offices.

Around 25% of internal auditors are women. Many of the large employers of internal auditors will have equality and diversity policies in place.

Lifestyle implications, such as dress code, behavioural requirements, levels of responsibility and stress and disruption to social/home life vary by job and are often similar to other office-based roles.

Travel within a working day may be required in order to visit other sites when on audit fieldwork.

<https://www.prospects.ac.uk/job-profiles/external-auditor> (External auditor site reference)

Salary: Internal Auditors are typically paid a starting wage of £22 000 - £35 000, Those who are just starting out may earn slightly less. Salaries tend to increase at a steady rate over time, with those who have three to seven years' experience earning £32,000 to £53,000. If you're working as an experienced manager or at director level, you could see a salary of over £70,000.



Working hours: Working hours are usually around 37-39 hours per week. It is likely that you will work during some evenings (and possibly away from home)

Qualifications to become an Auditor:

Internal audit is a varied role and individuals come from a range of backgrounds and levels of education. The career is open to all graduates but a degree, HND or foundation degree in one of the following subjects may be considered beneficial and could increase your chances of future promotion: accountancy; economics; finance and IT.

If you don't have a degree, HND or foundation degree it's still possible to enter the profession, particularly if you have some related pre-entry work experience. You'll be able to progress as you develop on-the-job knowledge and responsibilities.

A postgraduate qualification isn't necessary but it can be useful. Relevant subjects include an MBA or other Masters-level qualification in related subjects, such as economics or business studies.

Auditing also includes a consulting service, advising management on how to improve their systems and processes. The scope and nature of audits can vary significantly, but the main priority of your work is to ensure any issues that affect the survival and prosperity of the business are dealt with. The work of an internal auditor differs to that of external auditors as they look at more than financial and accounting risks. They also consider factors such as reputation, growth, environmental impact, treatment of employees and ethics.

Essential skills you need to show: You need to demonstrate the following characteristics and skills to succeed as an Auditor:

- the ability to use your own initiative
- analytical thinking and attention to detail
- the ability to work effectively on your own and as part of a team
- strong ethical standards and high levels of integrity and the ability to think objectively and demonstrate sound judgement using strong communication skills, both written and verbal
- organisation and facilitation skills; resilience under pressure
- flexible thinking and ability to adapt to change.

This job in the future: The workforce is projected to grow by 1%, creating 300 jobs; in the same period, 43.2% of the workforce is likely to retire, creating 12 000 job opportunities.

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www.successatschool.org
www.nationalcareers.service.gov.uk
www.prospects.ac.uk/jobs-and-work-experience/job-sectors
www.ucas.com/careers-advice
www.kudos/casaid.co.uk/#/ (you all have a log on for this service)
www.careersbox.co.uk (careers videos)

Helpful sites for careers information
GAT careers links

<http://airhead.io/public/launchpads/XqbuOMJgb0OfqvMPCykcZA>



