Job description

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| Job title | Internal Auditor - South |
| Department  | Internal Audit |
| Main purposes of job | To add value and improve our operations by completing independent reviews on the effectiveness and control over risk management, financial reliability and compliance with all applicable directives and regulations. |
| Key tasks | * Travel to Cygnet locations across the UK, predominately facilities based in the South up to the Midlands
* Conduct facility specific audits
* Conduct Head Office finance audits covering Petty Cash, Service user Money, Purchase Ledger and Expenses
* Produce audit reports for all audits completed
* Peer review audit reports as and when required
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| Key objectives | * Analyse and evaluate the accuracy of accounting systems and procedures
* Review, develop and in liaison with the Group Internal Audit Assistant Manager recommend changes in accounting systems and internal audit controls of the business
* Prepare audit paperwork
* Establish working relationships with the senior management team
* Monthly visits to a range of Cygnet facilities across the UK completing the internal audit templates
* Prepare and present reports that reflect audit’s results and provide recommendations
* Completing task requests from the Internal Audit Director of UHS
* Answering information requests from the external auditors
* Ad hoc duties from the Group Internal Audit Manager
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| Responsible for staff  | No direct reports |
| Reporting to | Senior Internal Auditor |