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| Job Title | Senior Internal Auditor |
| Job Type | Finance |
| Salary | Depends on Experience |
| Location | Nepicar House, Wrotham Heath, Sevenoaks |
| Reporting To | Group Internal Audit Assistant Manager |
| Direct Reports | 2 |
| Sector | Health Care |

Cygnet Health Care is one of the UK’s largest independent providers of mental health care. Cygnet is now looking to appoint a Senior Internal Auditor to join our Head Office Finance team based in Wrotham Heath, Sevenoaks.

# Purpose

To assist the Group Internal Audit Assistant Manager on leading the current Southern Operations Internal Audit team, following the yearly audit plan to ensure the required percentage of facilities are tested throughout the year and any risks are highlighted in a timely manner.

# Responsibilities will include but are not limited to:

* Line management of two Internal Audit Assistants based in Wrotham, ensuring all training needs are met and supporting them with audit testing.
* Support and work alongside the Senior Internal Auditor based in York.
* Peer review audit reports as and when required and provide feedback.
* Travel to Cygnet locations across the UK, predominately facilities based in the South up to the Midlands to conduct facility specific audits. Provide cover for UK wide audits where staffing restraints may apply (annual leave, sickness.)
* Assist with Head Office finance audits covering petty cash, service user money, purchase ledger and expenses.
* Assist with preparing quarterly reports for the Senior Management Team that reflect the audit teams findings.
* 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. Partake in scoping meetings for new projects as and when required.
* Assist the Internal Audit Assistant Manager with any ad hoc investigations that may arise.

# Experience

# 2/3 years of audit and line management experience is essential.

# Working towards a recognised accounting qualification.

# Competent Excel skills are essential for the role.

# Ability to work to strict deadlines.

# Ability to interact with other finance teams.

# Professionally mannered and well presented.

# Ability to deal with complex queries and resolve in an efficient manner.

# Ability to work as part of a team as well as being able to manage own workload daily.

As the role requires travel, a car and UK driving licence is essential.

# Skills

Attention to detail · Accuracy · Microsoft Office applications · Data analytics

# Qualities

Effective Time Management · Team Player · Good Written/Verbal Communication · Adaptable

We offer an excellent package, which includes contributory pension scheme, free life assurance, 25 days annual leave plus an additional paid birthday and anniversary leave, study package after successful completion of probation. Current working pattern is two days working in the office with 3 days working from home.