

Internal Audit & Counter Fraud Manager

Job Level	Level 5	Job Reference No:	FPR0075
		Role review date:	2024
Directorate	Internal Services Directorate	Function	Professional Services
Service	Internal Audit & Counter Fraud	Reports to:	Head of Internal Audit & Counter Fraud

Scale and scope of role

Direct reports	0	Indirect reports	0
Budget responsibility/ accountability	None	Accountable for other resources	None - <i>The role will occasionally involve informal supervision of audit resource.</i>

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

To help the BRC succeed by leading and providing risk-based audits and assurance work that deliver actionable insights and champions a strong a control culture that (1) ensures donor trust and (2) BRC mission fulfilment.

Key responsibilities

Internal Audit Management

- Contribute to internal audit strategy, planning, and reporting, in particular through identifying and evaluating complex business risks, evaluate internal controls
- Deliver internal audit service management with day-to-day oversight for functional spend and deputising for the Head of Internal Audit & Counter Fraud
- Be an auditor coach and mentor, including peer review
- Demonstrate strong stakeholder management across all levels of the organisation to Board of Trustee level through attendance at key forums providing critical friend oversight and advice as well and communicating insights and building relationships.
- Manage the programme of internal audits from developing and delivering value adding scopes and plans through to producing insightful, timely reports agreeing SMART action plans.
- Identify and evaluate complex business risks, evaluate internal controls, and promote opportunities for improvement,

Counter Fraud and Fraud Response

- Develop and spearhead the counter fraud strategy and key initiatives
- Lead on fraud and corruption for the function and BRC.
- Manage investigations from initial triage and assignment to review and reporting

Improvement / Follow Up

- Support delivery of improvements through follow up of agreed actions ensuring stakeholders have sufficient tools and resources to achieve agreed outcomes.

Leadership Behaviours

- Authentic, consistent and honest leader.
- Actively listens and allows others to be heard.
- Adaptable to changing needs, pressures and opportunities
- Empowers others based on their skills and expertise.
- Dynamic, inclusive, compassionate and courageous.

Team Leader

- All team members understand their responsibilities and objectives.
- All resources involving staff are managed in accordance with BRC policies and procedures.
- All staff are kept informed of all relevant organisational plans and updates on development.

- Team ideas and comments are communicated and forwarded appropriately.

Team Member

- Actively participates in all team meetings.
- Supports other team members
- Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics)

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre-engagement checks

Criminal Records

England and Wales – Disclosure and Barring Service (DBS)
• None
Scotland
• None
Northern Ireland
• None

Drivers Check - Required – No

Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills	S	I	A
Essential <ul style="list-style-type: none"> • Strategy and planning • Strong communication skills including verbal, presentation, written, emotional intelligence, and listening • Strong analytical skills able to use data analytic tools effectively • Internal Audit and Investigation skills 	s	I	

<ul style="list-style-type: none"> • Demonstrates an ability to self-manage work whilst understanding the impact of performance on the wider organisation • Understands the importance of maintaining confidentiality of sensitive information. • Demonstrates a high standard of personal integrity and professionalism <p>Desirable</p> <ul style="list-style-type: none"> • People management, coaching, and mentoring • Audit qualification (or working towards) • Ability to respond to ad-hoc and urgent work, re-prioritising tasks and managing difficult situations in a sensitive manner • Ability to efficiently develop an understanding of systems and processes, analyse and report succinctly and demonstrate initiative 	s	I	
Experience	S	I	A
<p>Essential</p> <ul style="list-style-type: none"> • Extensive experience in Internal Audit, Risk Management, Assurance work • Worked at senior level with a record of delivering audits to tight deadlines and writing reports for management including making recommendations for improving controls • Experience in undertaking both financial and operational audits in a large and complex organisation <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge and understanding of the charity sector 	s		
Additional requirements			
<p>Essential</p> <ul style="list-style-type: none"> - Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy. 			
Values in Action			
<p>Dynamic - We move forward as one team.</p> <ul style="list-style-type: none"> - Every day, we're adapting, innovating and learning. - When the unexpected happens, we are calm, quick and efficient. - We respond smartly, using clear processes and systems. <p>Compassionate - We stand for kindness.</p> <ul style="list-style-type: none"> - People come first, no matter who or where they are. - We have genuine, open-minded conversations. - Together, we're a united force for good. 			

<p>Inclusive - We are open to all.</p> <ul style="list-style-type: none"> - We treat each other with dignity and respect. - Every person's uniqueness is valued, supported and celebrated. - Our individual backgrounds and experiences make our organisation stronger. <p>Courageous - We are bold.</p> <ul style="list-style-type: none"> - We show our strength by doing the right thing. - We aren't scared to test our creative ideas. - As humanitarians, we go the extra mile to help people in crisis 		
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.