

## Head of Internal Audit & Counter Fraud

<b>Job Level</b>	Level 6	<b>Job Reference No:</b>	
		<b>Role review date:</b>	2026
<b>Directorate</b>	<b>Internal Services Directorate</b>	<b>Function</b>	Professional Services
<b>Service</b>	Internal Audit & Counter Fraud	<b>Reports to:</b>	Director Professional Services, Finance and Audit Committee

### Scale and scope of role

<b>Direct reports</b>	2	<b>Indirect reports</b>	0
<b>Budget responsibility/accountability</b>	£300k	<b>Accountable for other resources</b>	Co-sourced internal audits

### 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 devising and directing risk-based audits and assurance work that deliver actionable insights and champions a strong control culture that (1) ensures donor trust and (2) BRC mission fulfilment.

### Key responsibilities

#### Internal Audit & Counter Fraud Leadership

- Devise and deliver the internal audit strategy to support the organisation in achieving its objectives and long-term goals.
- Set the standards and methodology of internal audit in line with the requirements of the Global Internal Audit Standards.

- Financial management of the audit and counter fraud service covering budget setting and cost control.
- Talent and people management of the audit and counter fraud service, from recruitment, to retention, development, and performance management.
- Stakeholder management across all levels of the organisation from the Board of Trustees, and the Executive and Senior Leadership Teams, to front line services.
- Deliver insightful and high-quality briefs and reporting to the executive, committees, and board.
- Oversee the delivery of the risk-based audit plan and fraud investigations ensuring the delivery of value adding assurance and insight.
- Provide an annual opinion on the system of internal controls for the British Red Cross.

### **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**

<b>England and Wales – Disclosure and Barring Service (DBS)</b>
• None
<b>Scotland</b>
• None
<b>Northern Ireland</b>

- None

Drivers Check - Required – No

**Person Specification**

<b>Requirements</b>		Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
<b>Knowledge and Skills</b>		<b>S</b>	<b>I</b>	<b>A</b>
<ul style="list-style-type: none"> <li>• ACA/ACCA/CIPFA/CMIIA/CIA qualification or equivalent</li> <li>• Proven consultancy skills – analytical, problem solving, influencing and communication</li> <li>• Audit strategy, objectives, and methodologies</li> <li>• Strong report writing skills</li> <li>• Knowledge of risk management practices</li> <li>• Demonstrates an ability to self-manage work whilst understanding the impact of their performance on the wider organisation</li> <li>• Demonstrates a high standard of personal integrity and professionalism</li> <li>• Ability to respond to ad-hoc and urgent work, re-prioritising tasks and managing difficult situations in a sensitive manner</li> <li>• Ability to efficiently develop an understanding of systems and processes, analyse and report succinctly and demonstrate initiative <ul style="list-style-type: none"> <li>• Ability to move between strategy and detail</li> </ul> </li> </ul>	S	I		
<b>Experience</b>	S	I	A	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience of leading and managing internal audit in a large and complex organisation</li> <li>• Experience of creating a customer focused internal audit service.</li> <li>• Experience in undertaking financial, operational and project audits in a large and complex organisation</li> <li>• Experience of leading counter-fraud and investigations</li> <li>• Experience of leading and managing a team, coaching staff effectively</li> </ul>	S			
<b>Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge and understanding of the charity sector</li> </ul>	S			
<b>Additional requirements</b>				
<b>Essential</b> <ul style="list-style-type: none"> <li>- Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy.</li> <li>- They must be members of the IIA or an equivalent professional body</li> </ul>				
<b>Values in Action</b>				

**Dynamic** - We move forward as one team.

- 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.

**Compassionate** - We stand for kindness.

- People come first, no matter who or where they are.
- We have genuine, open-minded conversations.
- Together, we're a united force for good.

**Inclusive** - We are open to all.

- 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.

**Courageous** - We are bold.

- 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

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.