

<b>Job title</b>	<b>Senior Auditor</b>		
<b>Job family</b>	<b>Business Assurance</b>	<b>Proposed band</b>	<b>D</b>

<b>Job purpose</b>
<p>The purpose of the role is to perform financial, operational and systems/IT audits across the BBC. These audits may range across all activities of the BBC including: television, radio, online, World Service, commercial subsidiaries, finance, professional services and our various business partners and BBC charities.</p> <p>The audit work is likely to focus on the ongoing review of core internal controls but will also include ad-hoc specialist reviews</p> <p>In undertaking each audit, the role will assess the management and control of risk, completing the audit work within planned timescales and in compliance with quality requirements.</p> <p>The role will also manage relationships with key stakeholders across the business and with other team members.</p>

<b>Key responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>• Prepare detailed audit testing plans that focus on key risks. This will involve gathering information by meeting people at all levels across the BBC.</li> <li>• Carry out rigorous audit testing, flexing work plans in response to findings and emerging risks.</li> <li>• Agree issues, impacts, root causes and recommendations with management throughout the course of audit assignments.</li> <li>• Act as a champion of internal control, sharing expertise within the team and encouraging best practice behaviours across the business.</li> <li>• Write clear, concise, robust and balanced audit reports.</li> <li>• Lead or participate in ad hoc tasks or projects required to meet departmental objectives.</li> <li>• The role will also manage relationships with key stakeholders across the business and with other team members.</li> </ul>

<b>Knowledge, skills, training and experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Significant auditing experience, including review of General IT Controls and Internal Audit experience.</li> <li>• Proven experience of working within a organisations of a comparable size or complexity to the BBC.</li> <li>• A proven track record in quickly acquiring new knowledge and skills.</li> <li>• Possess an appropriate combination of technical expertise in fields such as auditing,</li> </ul>

<p>finance, operations, or investigations</p> <ul style="list-style-type: none"> <li>• Ability to observe and understand business processes ensuring processes are documented completely and accurately.</li> <li>• Must be able to communicate effectively both verbally and in writing with a wide range of groups and individuals.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Applicants will normally have at least one of the following professional qualifications as appropriate to the role:             <ul style="list-style-type: none"> <li>• Qualified Accountant through a recognised professional body (e.g. ACA, ACCA, ACMA)</li> <li>• Chartered Member of the Institute of Internal Auditors (UK)</li> <li>• Certified Information Systems Auditor</li> </ul> </li> <li>• Direct experience of internal audit is desirable.</li> <li>• It is desirable that applicants can demonstrate a significant level of audit or other relevant expertise in a required area of specialism:             <ul style="list-style-type: none"> <li>• IT Security</li> <li>• Production management                 <ul style="list-style-type: none"> <li>• Value for Money / Efficiency programmes</li> </ul> </li> <li>• Project Management and/ or audit of major project and change activity                 <ul style="list-style-type: none"> <li>• Review and/or Management of major contracts, broadcast and business continuity</li> </ul> </li> </ul> </li> </ul>
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<b>Job impact</b>	
<p><i>Decision making</i></p> <ul style="list-style-type: none"> <li>• Risk assessment in planning individual audits</li> <li>• Judgements regarding sensitive issues for consideration by departmental / functional management</li> </ul> <p><i>Scope</i></p> <ul style="list-style-type: none"> <li>• Audit services provided across all functions and operations of the BBC including commercial subsidiaries and related charities.</li> </ul>	

<b>Other information</b>	
<b>For Reward team use only</b>	
Job Code	
Definition:	Support

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*