



ALLPAY LIMITED
JOB DESCRIPTION

Owner	HR Manager	Date Created	28/01/2010 14:48:00
Classification Level	Restricted	Template Version	General Form v1.4

1. JOB IDENTIFICATION

Job Title: Lead Auditor

Responsible to: Deputy Managing Director

Department(s): Audit

2. JOB PURPOSE

As the Lead Auditor, you will provide an independent guarantee that the organisation's enterprise risk management, governance and control processes are operating effectively.

You will be responsible for setting the company's audit strategy, including planning, executing and reporting on operational, regulatory, financial and compliance related audits and reviews of allpay.

The role also provides a consulting service, advising management and stakeholders on how to improve systems and processes to ensure they are managing their business areas effectively.

3. DIMENSIONS

The scope and nature of audits can vary significantly, but the main priority is to ensure any issues that affect the survival and prosperity of the business are dealt with.

To provide leadership of the audit team and the audit programme to ensure it meets company requirements.

Provide support and guidance on appropriate controls to the entire workforce and other entities as required to ensure applicable standards, regulations and best practice is maintained.

Ensure the audit framework incorporates a risk based, commercial and best practice approach.

Supports the Audit & Risk Committee in fulfilling the Board of Directors' responsibilities, including operating and risk management controls, and the audit processes.

Liaise with external bodies, where required, to include external audit agencies, card schemes, FCA, ICO & the Police

Liaise with external consultants to support, where required, audit initiatives



4. ROLE OF DEPARTMENT

The role of audit department is to provide independent assurance that the organisation's enterprise risk management, governance and control processes are operating effectively.

5. KEY RESULT AREAS

Lead, perform and control assurance audits to assess the effectiveness of governance management systems and levels of compliance spanning all disciplines of the organisation, including:

- ISO 9001 Quality Management, including Mastercard Card Quality Management (CQM)
- ISO 27001 Information Security Management, including cyber security
- ISO 14001 Environmental Management
- OHSAS 18001 Health & Safety Management
- Financial Services Regulations, including, but not limited to, Anti-Money Laundering (AML), Anti-Bribery and Corruption (ABC), Customer Due Diligence (CDD) and fraud management.
- Payment Card Industry Data Security Standards (PCI DSS)
- Payment Card Industry Production Security Standard (PCI CP), including Mastercard & Visa scheme requirements
- Applicable business laws, regulations and standards, including business continuity/disaster recovery operations, financial accounting processes and employment law practices

Develop and implement the company's audit strategy, audit policies, audit procedures and audit programme, including determining audit scope and developing annual plans, and integration of the company's external audit obligations.

Management of the external audit programme and auditors, as required to maintain company certifications, registrations and licences.

Lead the audit team including advising the team on the formulation and review of audit plans

Reporting and presenting audit and review findings to executive management, management forums, audit & risk committee (ARC) and the board of directors

Provide an independent guarantee that an organisation's enterprise risk management, governance and control processes are operating effectively.

Monitor and evaluate how well risks are being managed, how business is running and if internal processes are working.

Provide a consulting service, advising management on how to improve their systems and processes

Perform risk assessments on key business activities and using this information to guide what should be covered in audits

Anticipate emerging issues through research and interviews and deciding how best to deal with them

Provide support and guidance to management on how to handle new opportunities

Agreeing recommendations with relevant staff members to make improvements to operations and helping to secure backing for them in meetings

Preparing reports to highlight issues and problems and distributing the reports to the relevant people



Assessing how well the business is complying to rules and regulations and informing management of any issues that need addressing

Manage a variety of stakeholders and their expectations through regular communications.

Ensure the audit framework incorporates a risk based, commercial and best practice approach

Identify control gaps and opportunities for improvement, ensuring appropriate action is managed, monitored and implemented

Supervise, conduct, and report on the testing and adequacy of the company's controls over financial reporting, including reviewing accounting procedures.

Immediately report significant findings which could adversely affect allpay's assets and/or reputation.

Identifying ways to maximise the commercial benefit of the audit function and deliver added value

Assist with the development and implementation of an effective governance, enterprise risk and controls framework for allpay

Ensure effective co-ordination, communication and coverage of relevant issues, liaison with colleagues regarding audits in their areas of responsibility

Develop new audit programs to ensure adequate financial controls Make recommendations to financial management about software, policies and audit triggers

Performing the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations

Prepare and present reports that reflect audit's results and document process

Act as an objective source of independent advice to ensure validity, legality and goal achievement

Identify loopholes and recommend risk aversion measures and cost savings

Maintain open communication with management and the audit & risk committee (ARC)

Document process and prepare audit findings memorandum

Conduct follow up audits to monitor management's interventions

Continuously develop knowledge regarding sector's rules, regulations, best practices, tools, techniques and performance

Monitor changes in legislation, regulations and accreditation standards and ensure they are captured in the company audit programme

Responsible for the day to day management of a group of staff including work allocation, performance/attendance issues, participating in recruitment, appraisals and personal development planning etc.

Provide support to the Tendering team to fulfil Tenders requirements



"The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post".

6. ADDITIONAL KEY DUTIES

Management of external company audits and of third parties, where required

An active member of the company management systems forums and audit & risk (ARC) committee.

7. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

Educated to A level or equivalent standard

Ideally a Chartered Member of the Institute of Internal Auditors

Relevant auditing certification(s) such as Certified Internal Auditor (CIA), Chartered Internal Auditor (CMIIA), Certified Information Systems Auditor (CISA) or equivalent would be desirable Proven working experience as Lead/Senior Internal Auditor

Experience of auditing ISO Standards, including ISO 27001, ISO 9001, ISO 14001 & OHSAS 18001

Experience of card payment industry (PCI DSS/CP) audits desirable

Experience of managing and performing regulatory audits within a financial institution preferred

Strong computer skills on MS Office, accounting software and databases

Knowledge of regulatory compliance within a financial services environment

Experience of leading and managing an audit team

Excellent critical thinking and problem solving skills

Strong organisational and project management skills

Knowledge of accounting best practices

Proven knowledge of auditing standards and procedures, laws, rules and regulations

Ability to learn industry standards

Ability to manipulate large amounts of data and to compile detailed reports

High attention to detail and excellent analytical skills

Sound independent judgement

Ability to use your own initiative

Analytical thinking and attention to detail



Ability to work effectively on your own and as part of a team

Strong ethical standards and high levels of integrity

Ability to think objectively and demonstrate sound judgement

Strong communication skills, both written and verbal

Resilience under pressure

Flexible thinking and ability to adapt to change.

Ability to effectively prioritise and execute tasks in a high-pressure environment.

Ability to use a range of communication, negotiation and influencing skills at all levels

Strong team leadership skills and attributes

Excellent report writing skills

Good liaison skills, departmentally and company-wide, as well as external to the organisation.

8. JOB DESCRIPTION AGREEMENT	
We confirm that this conveys a full and accurate description of the job as at .	
Job Holder's Signature:	Date:
Manager of Department Signature:	Date:
Director of Department Signature:	Date: