

### Role Profile

<b>Position Title</b>	Internal Audit Manager
<b>Reports To</b>	Head of Group Internal Audit (HoGIA)
<b>FCA/PRA Approved Person Category(ies)</b>	N/A
<b>Date</b>	July 2024

### Overall role

- Support the HoGIA in meeting the objectives and purpose of the Internal Audit function, as set out in the Internal Audit Charter.
- Support the HoGIA in ensuring significant risks are identified and appropriately reported by management and the Risk function to the Board and senior management.
- Support the HoGIA in assessing whether risks are adequately controlled through the review and testing of the design and operation of internal systems and controls, and in challenging management to improve the effectiveness of governance, risk management and internal controls.
- Have an awareness of the Global IIA Standards and the Internal Audit Financial Services Code of Practice.

### Key Responsibilities and Competencies

- Review and contribute towards the annual Internal Audit Plan.
- Support the quarterly risk assessment process
- Contribute towards preparing ExCo and Audit Committee papers
- Review audit work conducted by junior team members prior to review by the HoGIA.
- Agree appropriate management recommendations and actions with senior management to address audit findings.
- Review Internal Audit reports prior to review by the HoGIA.
- Review remedial actions taken by management to address Audit actions
- Assist in in coordinating and monitoring audits performed by external providers.
- Take a leading role in the provision of coaching and supporting junior team members
- Drive personal development of self and others by fulfilling recommended training and learning curricula.
- Monitor the allocation for internal resource per Audit, taking the lead in communicating resourcing issues and recommending appropriate responses in a timely manner to the HoGIA
- Identify and evaluate new ideas, better ways of working, technologies or external products to expand the Internal Audit Function capabilities.

#### **Employee Development and Coaching:**

- Facilitate the growth and development of team members. This includes providing regular feedback, identifying strengths and areas for improvement, and creating individual development plans.

#### **Performance Management:**

- Monitor and manage the performance of team members including setting clear performance expectations, providing feedback and conducting regular performance reviews.

**Team Building and Engagement:**

- Build strong, cohesive teams by promoting collaboration, communication and a sense of belonging and motivation. Create a work culture that promotes employee well-being and job satisfaction.
- *On a temporary or permanent basis you may be required to undertake other duties in addition to, or in substitution of, those listed in this role profile*

**Direct Reports**

Internal Auditor, Senior Internal Auditor

**Internal Relationships**

- All departments within all RiverStone group entities
- Heads of Departments/Business Unit Leaders/second level managers within departments as required

**External Relationships**

- External Auditors, consultants and outsource providers

**Authority to Act for the Company**

N/A

**Conduct Rules**

The regulatory Conduct Rules set minimum standards of individual behaviour in financial services:

- You must act with integrity
- You must act with due care, skill and diligence
- You must be open and cooperative with the FCA, the PRA and other regulators
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct where applicable
- All Conduct Rules staff to 'act to deliver good outcomes for retail customers' where the activities of the firm fall within the scope of the Duty

**Conduct Standards**

All employees are expected to abide by the RiverStone Code of Conduct

**Competence – Experience**

- Qualified chartered accountant or internal auditor (CMIIA/CIA or ACA / equivalent)
- Minimum 8 years' experience of Internal Audit within the insurance sector with at least 3 years' in a supervisory role; reviewing work and providing coaching to junior team members

### **Knowledge**

- Advanced knowledge of internal auditing procedures, including risk driven audit planning techniques and methods used to examine, verify, and analyse business and financial operations, information, records, statements, and reports, and the requirements of the Standards for the Professional Practice of Internal Auditing.
- Advanced understanding of the principles and application of good corporate governance, business and operational risk and control processes and procedures.
- Extensive experience providing assurance and consulting feedback to senior management that reflects the needs of the organisation.
- Experienced in supervising and coaching junior team members
- Good knowledge of general insurance, insurance run-off, and the Lloyds market, including regulatory requirements
- Advanced working knowledge of Excel and other Office applications
- Experience of using audit tools and techniques such as data analytics
- A solid understanding of IT controls

### **Skills**

- Excellent verbal and written communication skills with an ability to understand and summarise complex information
- Great stakeholder management skills, including senior management
- Excellent report writing skills and problem-solving ability
- Critical thinking and ability to display sound professional judgement.
- Excellent interpersonal, communication and presentation skills to convince and influence others
- High energy level and strong work ethic with a commitment to continuous improvement, striving to exceed expectations
- Ability to create and maintain good working relationships with all levels of internal and external audit and management
- Strong supervisory and time management skills
- High attention to detail