

Role Profile

Position Title	Senior Internal Auditor
Reports To	Internal Audit Manager
Location	London
PRA/FCA Approved Person Category(ies)	N/A

Overall role

- Support the Audit Manager / Head of Group Internal Audit in meeting the objectives and purpose of the Internal Audit function, as set out in the Internal Audit Charter.
- With a specific focus on:
 - a. leading the end-to-end delivery of assigned audits from the annual internal audit plan (from planning through to reporting, and tracking progress made by management against agreed actions).
 - b. meeting relevant business stakeholders to discuss: the delivery of audits; broader business developments; the status of open audit findings.
 - c. adhering to appropriate internal audit procedures (in line with requirements from relevant professional standards).
 - d. working collaboratively with other team members to further develop the Internal Audit function.

Key Responsibilities and Competencies

- Plan, carry out and conclude internal audits (financial, operational and compliance) in accordance with the annual Internal Audit procedures.
- Completes and documents assigned work in line with expected standards (and takes responsibility for addressing review feedback).
- Contribute to the development of appropriate management recommendations (based on internal audit work performed).
- Assist with the quarterly risk assessment review process and monthly ExCo reporting (as required).
- Assist in drafting Internal Audit reports suitable for sharing with senior management and the Audit Committees.
- Assist with the review of the remedial actions taken by management (including assessment of adequacy of such actions in addressing earlier audit findings and recommendations).
- Provide support in respect to the management of other administrative responsibilities with regards to the internal audit function.
- Work collaboratively with other team members to further develop the Internal Audit function (regarding a continuous improvement mindset).
- Contribute to developing and maintaining a strong working relationship between the Internal Audit function and the business.
- Assist in the provision of coaching, support, and technical training to other team members.
- Improve own personal development (through recommended experiences and learning curricula).

- Manages own time in line with internal resource allocation.

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

- None

Internal Relationships

- All departments within all RiverStone entities and syndicates.
- Heads of Departments/Business Unit Leaders.

External Relationships

- External Auditors, consultants and outsource providers.

Authority to Act for the Company

- N/A

Conduct Rules

- You must act with integrity.
- You must act with due care, skill and diligence.
- Except in relation to whistleblowing, you must be open and cooperative with the FCA, the PRA and other regulators in line with procedures agreed with your line manager.
- You must pay due regard to the interests of customers and treat them fairly.
- You must observe proper standards of market conduct where applicable.

Conduct Standards

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

Competence - Desirable Experience

- Newly qualified as an accounting or internal audit professional (e. g. ACA, ACCA, CIA).
- 5+ years' experience working as an Internal Auditor in the insurance sector or financial services (experience in general insurance and/or the Lloyd's market is preferable).
- Experience in supervisory role (providing hands-on coaching and review to deliver high quality and efficient audit work).
- Interacting with a variety of business stakeholders.

Knowledge

- Firm knowledge of internal auditing procedures, the requirements of the IIA's Standards for the Professional Practice of Internal Auditing, and the IA Financial Services Code.
- Clear understanding and application of the principles of good corporate governance, business and operational risk and control processes/procedures.
- A good working knowledge of general insurance and the Lloyd's market (insurance run-off also desirable).

- Awareness of current and emerging risks on core areas of typical/potential IA focus. For example: conduct risk (Consumer Duty); information security and data protection.
- Experience of using innovative audit tools and techniques such as data analytics.

Skills

- Verbal and written communication.
- Analysis and problem-solving.
- Professionally sceptical mindset.
- Ability to work independently.
- Attention to detail.
- Documents work to a high standard (enabling another to re-perform the work).
- Ability to build relationships (with individuals at all levels).
- Coaching and supervision of others.