



## **Internal Auditor (9 Month Maternity Cover Contract)**

### **General Overview**

The Internal Audit service derives its authority from the Governing Authority via the Audit Committee and reports to the Chief Operations Officer for day to day administrative purposes. Internal Audit is responsible for conducting an independent appraisal of all of the University's activities, financial and otherwise.

The general aim of Internal Audit is to assist the University in accomplishing its objectives by conducting a systematic and disciplined review of the effectiveness of controls, risk and governance processes designed by management to meet the strategic, financial, and operational objectives of the University. Therefore, as part of the overall assurance framework, Internal Audit helps in ensuring the reliability of internal and external reporting and assists in ensuring compliance with laws and regulations.

In order to achieve this aim, Internal Audit carries out independent assessments and reports thereon to the Audit Committee and management. Each assignment undertaken by Internal Audit is intended to provide independent, objective assurance as well as recommendations designed to add value and improve the operations of the University.

### **Role**

Dublin City University (DCU) wishes to appoint an Internal Auditor to the internal audit unit for a 9 month maternity contract. The internal auditor will be a committed professional who will report directly to the Audit Committee and the Chief Operations Officer for administrative purposes. The internal auditor will be expected to manage the internal audit unit and ensure the successful delivery of the annual plan of internal audit activity.

The candidate will be expected to lead and manage the function whilst at the same time be assigned responsibility for specific assignments. The ability to communicate effectively is an essential requirement for this post and strong report writing skills are required. The candidate should possess excellent inter personal skills; be self-motivated and capable of working on their own initiative. The successful candidate will display a high level of professionalism and sound judgement and possess the confidence and ability to influence people and work at all levels in the university. An awareness of emerging issues with the ability to adapt to the changing operating environment of the sector and provide advice, guidance and innovative solutions where required will be necessary.

### **Principal Duties and Responsibilities**

The duties include but are not limited to:

- Delivery from planning to completion of the programme of work for the period set out in the Internal Audit Plan
- Review and approval of the quarterly outstanding issues follow up report prepared by the assistant internal auditor and subsequent presentation of the report to Audit Committee
- Review and approval of the work performed by the assistant internal auditor as part of the continuous auditing element of the Internal Audit Plan and subsequent presentation of the annual continuous auditing report to the Audit Committee

- Annual update of the Audit Universe and assurance mapping process
- Presentation of clear, concise and timely working papers in line with International Internal Auditing Standards
- The timely delivery of professional written audit reports and practical value added recommendations on issues arising during audit work
- Presentation of reports to Senior Management and the Audit Committee on a quarterly basis in line with the audit plan and timetable
- Attending monthly meetings of University Heads
- Participating in an advisory capacity on the University Risk Committee
- Drive a policy of best practice with a focus on continuous improvement and awareness across the University with respect to internal control, risk and corporate governance
- Develop and maintain productive business relationships across all units in the University and with the University Audit Committee
- Perform special audit-related projects as assigned
- Perform other duties as assigned

### **Experience, skills and knowledge requirements**

#### **Required**

- Full membership of a recognised professional accountancy body (e.g. ACA, ACCA)
- Minimum 6 years' experience of working in an audit environment
- Minimum 3 years' management experience in planning and directing audits
- Excellent technical audit and accounting skills
- Excellent oral and written communication and interpersonal skills with an ability to work effectively at all levels
- Experience in reporting to Audit Committee and Senior Management level within an organisation
- Ability to present adequate working papers in line with International Standards for the Professional Practice of Internal Auditing
- Ability to manage and direct the work of others
- Act in a professional and ethical manner at all times including observing the confidential nature of Internal Audit's work
- A positive and flexible can do attitude and self-starting ability with the aptitude to take ownership of projects as required and see them through to completion
- Highly organised with strong planning skills, ability to prioritise tasks and deliver assigned audits in line with the audit plan
- Excellent IT skills

#### **Desirable**

- Internal audit experience
- Public sector audit experience and an understanding of the regulatory environment
- Excellent IT audit skills e.g. use of CAATs

**Salary**                                    €54,331 - €83,023  
     €48,898 - €74,903\*

\*applies to new entrants to the public sector after 01 January 2011.

Appointment will be commensurate with qualifications and experience.

Closing date for receipt of applications is **Friday 13<sup>th</sup> June 2014**.

Interviews will be held on **Monday 30<sup>th</sup> June 2014**.

Applications forms are available at: <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149; Fax: (01) 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

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