



**Dublin City University**  
**Chief Operations Office**  
**Internal Auditor (Administrator I)**  
**Permanent**

**Introduction**

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. DCU is Ireland's fastest-growing university and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus). With five campuses in total (three focused on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

**Internal Audit Function**

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 systematic and disciplined reviews 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 in ensuring compliance with laws and regulations.

**Role Profile**

Dublin City University (DCU) wishes to appoint an Internal Auditor to the Internal Audit team. The successful candidate will be a committed professional who will report directly to the Head of Internal Audit and will be expected to contribute to the successful delivery of the annual plan of internal audit activity.

The candidate will be expected to operate in a team environment whilst at the same time be assigned remit for specific tasks and 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 interpersonal 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. The candidate should illustrate an awareness of emerging issues with the ability to adapt to the changing operating environment of the sector, providing advice, guidance and innovative recommendations.

### **Key Duties and Responsibilities**

The duties include but are not limited to

- Leading or working on Internal Audit assignments including the planning of the assignment, engaging with the auditee in performing audit field work, agreeing audit findings with line management and preparing draft reports for review.
- Assist in the delivery from planning to completion of the programme of work set out by the Head of Internal Audit as part of the continuous auditing element of the Internal Audit Plan.
- Assist in the completion of the quarterly audit issues follow up process, working with management to update the status of the previous internal and external findings and auditing resolved issues.
- Conducting other audit work as directed in line with the Internal Audit Plan.
- Presentation of clear, concise and timely working papers in line with International Internal Auditing Standards for review by the Head of Internal Audit or Internal Audit Manager.
- The timely delivery of professional written draft reports and practical value added recommendations on issues arising during audit work as required.
- 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.
- Develop professional capability through on the job and internal and external training.
- Utilise best practice processes and tools for auditing including data analytics.
- Perform special audit-related projects as assigned.
- Perform other duties as assigned

### **Qualifications and Experience**

The successful candidate will have the following:

#### **Essential**

- A primary degree in a relevant discipline
- Minimum 5 years' experience of working in an audit environment

- Significant experience of controls testing and/or Internal Auditing
- Excellent technical audit and accounting skills
- Experience of managing audits/projects
- Excellent IT skills

### **Desirable**

- A professional accountancy qualification (ACA, ACCA, CPA) or hold a CMIAA qualification
- Full membership of a recognised professional accountancy body or the IIA
- Internal audit experience
- Public sector audit experience and an understanding of the regulatory environment
- Data analytical experience is a distinct advantage

### **The successful candidate must display:**

- Communication Skills (including oral, written, report writing, presentations).
- Problem identification and solution skills (including core, conceptual and analytical thinking)
- Keeping up to date with industry and regulatory changes and professional standards.
- A positive and flexible can do and self-starting attitude.
- Strong organisation and planning skills, ability to prioritise tasks and deliver assigned audits in line with the audit plan.
- Time Management Skills.
- Conflict resolution and negotiation skills.

### **Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.