

**Higher Education Internal Audit**

**Graduate: 2:1 degree or better (degrees with Business Studies *and* IT content especially welcome)**

**Starting Salary: £25,000 plus study support towards a professional audit or accountancy qualification**

***Closing date: 19 August 2010***

**General Background**

Universities are facing some of the most significant challenges in generations and Uniac's role is to help institutions respond. Uniac is a leading internal audit provider in the Higher Education Sector. We work mainly in the North of England, but also work with universities in Wales and in London. We have a strong reputation within Higher Education, and are looking for an excellent graduate to supplement our existing team.

Our work mostly consists of finding out how systems and processes in universities operate and either providing reassurance that they are working effectively, or agreeing improvements that will make them better. We review financial processes; student-facing processes such as recruitment, admissions, registration and retention; estates planning and maintenance; the planning and management of research activity; and many more aspects of universities' operations. A strong understanding of IT is important, both because of the importance of technology within universities themselves, and because sound use of software helps us deliver audits efficiently. Much of our time is spent talking to university staff and reading supporting documents to understand how things work, and then evaluating what we find. We produce written reports for discussion and agreement with management. If you have an enquiring mind, are a good thinker, have strong oral and written communication skills, enjoy dealing with people, can exercise tact and diplomacy, have pride in your work, and really want to make a difference to the universities we serve, then you definitely have the potential to succeed with us.

Most of your time will be spent working on audit assignments across all of our member universities (so there will be some UK travel) and handling all of the stages from initial planning through to final completion: ensuring that client staff are fully engaged with the process and are encouraged and enabled to contribute. Initially, you will work predominantly alongside more experienced colleagues but overtime you will gradually play an increasing role until over the longer-term you lead assignments in your own right and coordinate other colleagues' work.

We are committed to the continued development of everyone on our team. Several of our most senior staff joined Uniac as new graduates themselves: clear evidence of our commitment to career progression. We offer a starting salary of £25,000. In addition, we will offer financial support and study leave to assist you in gaining a professional qualification: normally CIMA or the Institute of Internal Auditors<sup>1</sup>. Our salaries are intended to attract and retain the very best staff over time. The more you take on and the better you perform, the more we will reward you.

To apply send your CV to [graduaterecruitment@uniac.co.uk](mailto:graduaterecruitment@uniac.co.uk)

***No agencies please***

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<sup>1</sup> See <http://www.cimaglobal.com/Study-with-us/Our-qualifications/> and [http://www.iaa.org.uk/en/Qualifications\\_and\\_CPD/iaa-advanced-diploma-in-internal-auditing-and-management.cfm](http://www.iaa.org.uk/en/Qualifications_and_CPD/iaa-advanced-diploma-in-internal-auditing-and-management.cfm) for additional information

*What we do*

Uniac audits are meant to be thorough, creative and enjoyable. We are proud of what we do and of our reputation within the Higher Education Sector. Our core values are that above all we are here to **make a difference**: to our Member universities and to our colleagues and this is the yardstick by which the success of each audit is judged. We pride ourselves on bringing a **questioning mindset** and excellent **thinking** to our work, on working in **partnership** with our Members so that they **own** the outcomes of our work.

Whilst we have an administrative base in Manchester, staff are equipped to service all of our member institutions based as far afield as Aberystwyth, Sunderland and London. Once you've settled in, you will have your own assignments to lead but will still be part of a team: you will be encouraged to invite colleagues' contributions to your work and to offer your input to other audits across Uniac.

Staff are expected to deliver audit work to a high standard across our Member universities, ensuring Members' needs and expectations are met or surpassed, whilst contributing to the future direction and strength of Uniac. In particular, the role involves the following core responsibilities and activities.

*Job description*

Member facing: undertakes audits as assigned ensuring that (1) audit terms of reference are designed to a) address relevant risks effectively and efficiently; b) meet Audit Committee and senior management needs; and c) identify and deploy the appropriate resources needed for the audit effectively and efficiently ; (2) other Uniac staff are briefed and play a full and appropriate part in the audit; and (3) audits are delivered a) to the quality required by (i) Uniac and (ii) relevant professional standards; b) on time; and c) within the agreed budget.

Staff facing: harness the skills and expertise of colleagues where these can make an efficient and effective contribution to your audits. Maintain an awareness of other audits in progress and identify and pursue opportunities to contribute to these. Provide constructive feedback to colleagues on their performance and receive, evaluate and where appropriate act upon feedback received about your own performance.

Internally facing: contribute to the development of Uniac through developing one or more agreed areas of audit expertise: for example, data; costing; student systems'; student experience; estates; environmental and sustainability issues; IT; HR etc. Lead on audits of these areas and support colleagues in building their knowledge.

Sector facing: maintain an awareness of Sector developments and apply this awareness in the conduct of audits.

**In particular the role involves the following core responsibilities and activities:**

### **Advising**

Passing on knowledge and experience (internally and externally).

Sharing best practice.

Offering suggestions and making recommendations.

Helping people understand the options available, including the advantages and disadvantages of each.

Translating knowledge into a format that others can use and that is appropriate for the audience.

Keeping members up to date and informed of progress. In particular, highlighting potential risks or observations as they come to light, rather than waiting until the end of the audit.

### **Writing**

Communicating clearly, concisely and professionally in writing, particularly through:

- Terms of reference and annual planning documents.
- Factual documents, primarily audit reports.
- e-mails and letters to members and other people.

### **Influencing**

Spending time talking to people, listening carefully and asking questions to understand.

Establishing why members have asked for audits, what they want to get out of them and what their constraints are (for example timescales).

Identifying key people to gather information from within the planning process.

Being able to justify a position or view when challenged, including anticipating, preparing for and handling objections (with tact and whilst continuing to listen).

### **Planning**

Establishing clear project objectives and developing terms of reference for individual audits.

Contributing to development of annual audit plans.

Planning and managing your own workload, priorities and diary.

Organising yourself and colleagues, drawing on the right expertise to meet demands efficiently.

Choosing between different priorities to maximise efficiency.

Setting timescales and deadlines.

Anticipating obstacles, building in contingency arrangements and revising plans in the light of changing circumstances.

### **Researching**

Identifying and gathering appropriate, relevant information or data before and during an audit, whether internally, from our members or from published information sources.

Using appropriate methods to gather information, which may include workshops, surveys, questionnaires, literature reviews, testing or data analysis in addition to interviews or meetings.

Reading widely to maintain or develop an area of specialism.

### **Analysing**

Employing the Uniac audit methodology.

Analysing verbal, and occasionally numerical, information (including speech, interview notes, reports etc).

Deconstructing complex problems into their constituent parts.

Applying logical analytical processes.

Distinguishing relevant from irrelevant information.

Making appropriate links between disparate facts, noticing things and getting to root causes.

Distilling the key themes from large quantities of information.

Using statistical/data audit packages to aid analysis as appropriate.

### **Synthesising**

Gathering individual views to form a group view (for example through internal meetings, and also externally).

Collating data and information of different types and from different sources.

Identifying common themes and extracting key messages.

Identifying how things can fit together, especially different or conflicting points of view.

Summarising information (for example in reports or in discussion).

### **Problem Solving**

Asking questions to gather relevant information.

Identifying areas for improvement (within member institutions and also within Uniac).

Getting to the root cause of problems.

Thinking about solutions and improvements.

Resolving disputes, conflicts or differing views between people using humanistic and communication skills, for example in meetings.

Identifying and learning lessons from previous work to prevent problems recurring.

### **Learning**

Learning new ways of doing things: acquiring and using new skills.  
Perfecting skills and understanding.

Learning about new legislation, rules or regulations.

Learning about other people and yourself.

Absorbing and reflecting on new information.

Attending training courses as appropriate.

Keeping up to date with external developments.

Striving for continuous improvement.

### **Collaborating**

Working one-to-one with specific individuals on particular projects.  
Working with a group of people that may change between projects.

Working with people from member institutions or other organisations, often including people from different functions or departments.

Responding to questions from members, resolving queries.

Listening to others' ideas.

Sharing information, learning, knowledge or expertise.

Assisting others with tasks outside normal daily activities.

Getting involved in organisational, industry, or sector initiatives (for example through HEFCE, initiating or contributing to projects within Uniac, undertaking secondments, participating in internal audit groups or groups within the Higher Education sector etc).

### **Professional Development**

Identify, study for and complete a relevant professional qualification successfully. CIMA and/or the Institute of Internal Auditors qualifications are normally judged to be most relevant: but we are always willing to discuss alternatives.

**The person specification details the personal competencies we expect all audit staff to display whenever the opportunity arises.**

**Judgement**

Applying experience, expertise and personal values to new situations to make clear and appropriate decisions.

**Creative problem solving**

Understanding issues, analysing problems and taking account of the broader organisational factors. Linking day-to-day issues to long-range strategic objectives. Identifying a range of options and different ways of looking at issues as a basis for innovative thinking. Thinking laterally and 'outside the box'.

**Customer focus**

Working to understand customers' real needs, and investing time and energy in building strong relationships. Providing a high quality of service. Taking ownership for the quality and value of work completed.

**Teamwork**

Working co-operatively and supportively with colleagues and clients. Developing positive working relationships in order to solve problems and meet client needs.

**Influence and impact**

Communicating effectively to convince, persuade or influence others. Building support for a course of action, idea or initiative.

**Written and oral communication**

Giving and receiving information clearly, concisely and accurately through a variety of different media (for example face to face meetings, telephone conversations, email, formal written reports, presentations etc).

**Planning and organising**

Organising resources, identifying and prioritising key tasks. Implementing plans in the best, most efficient and timely way possible.

**Drive for continuous improvement**

Demonstrating the drive and energy to achieve high quality and timely results and continuously improve performance. Striving to find faster, better, more efficient and more effective ways of working. Using initiative and being proactive.