

RESPECT • OPENNESS • COLLABORATION
PERFORMANCE • CREATIVITY

Senior Internal Auditor x 2

Role title	Senior Internal Auditor x 2	Salary Range	£49,130 to £57,800 depending on skills and experience
Function	Finance	Role Level Range	6-7
Base Location	Flexible – Herdus House, West Cumbria, Hinton House, Warrington; London or Harwell, Oxfordshire Hybrid working available with 40% of time in an NDA office	Role Type	Permanent /Secondment
Reports to	Group Senior Internal Audit Manager / Head of Internal Audit	Closing Date	10 January 2025

The Role:

This role facilitates the delivery of the NDA and Subsidiary audit plans, by leading the day-to-day management and fieldwork of audits. The role supports delivery of the Group Internal Audit Target Operating Model (TOM) and is responsible for production of various reports for the NDA and Subsidiary Executive and Audit and Risk Assurance Committee (ARAC).

Accountabilities:

- Support the development of the annual internal audit plans and the ongoing management to ensure appropriate and timely risk-based coverage and delivery.
- Play a lead role in developing Terms of Reference and delivering audits, ensuring compliance with all professional and regulatory requirements and collaboration across the business and with external support.
- Prepare high quality, concise final reports and briefs for review by Senior Internal Audit Manager or Head of Internal Audit, and onward submission to internal and external stakeholders (including government).
- Responsible for managing the delivery of audits and quality reviewing reports produced by more junior auditors in the team.
- Responsible for delivery of aspects of the Group Internal Audit TOM.
- Prepare various reports for the NDA and Subsidiary Executive and ARAC.
- Support more senior colleagues when working with other risk and assurance functions within NDA and the group.
- Participates in industry forums and external meetings.



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Knowledge, Skills and Experience required:

- Shares and demonstrates the NDA values of, respect, openness, collaboration, performance and creativity.
- CCAB Qualified Chartered Accountant or Chartered Institute of Internal Auditors (CMAA) or equivalent.
- Significant Corporate Governance Internal Audit experience, dealing with a variety of audits.
- Experience of dealing with multiple stakeholders.
- Experience of managing projects and audit resource, to achieve quality, effectiveness and efficiency.

All applicants from the NDA Group of companies may be eligible for protection of certain elements of their T&Cs when voluntarily taking up employment with another NDA Group Company. If successful in your application, your existing Group Employer's HR team will collaborate with the new Group Employer's HR team to ensure that the appropriate protections are implemented into your contract offer. For further details, please contact a member of your current HR team.

We value the unique differences that each of our colleagues bring to work every day and are committed to creating an environment where everyone feels respected, included and able to perform at their best. At NDA, we are committed to creating a workplace that is diverse and inclusive. We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the communities we support. Currently, we are underrepresented in some areas, and would particularly welcome applicants from Women, Black, Asian and Ethnic Minorities, LGBTQ+ and candidates who have a disability.

NDA is a member of the disability confident scheme, when requested we will make reasonable adjustments to the recruitment process and we guarantee to interview all candidates who have a disability who meet all of the essential criteria for the vacancy.

We are happy to discuss flexible working. We will also make workplace adjustments for disabled employees if these are needed to help them perform at their best in the role, and we are happy to discuss this once a job offer has been made.

