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# Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

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| Job Description | | |
| Job title |  | Reference number |
| Internal Audit Manager |  | N/A |
| Office |  | Grade |
| Clerk of the Parliaments |  | HL8 |
| Starting Salary | | |
| £57,500-£68,500 per annum | | |
| Term | | |
| This post is permanent. We will consider secondments to a successful applicant coming from the Civil Service, House of Commons/PDS and long-term temporary promotion will be considered for internal candidates who are successful at interview. | | |
| Scope of the job | | |
| Background | | |
| UK Public Sector Internal Audit Standards define Internal Audit as an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.  Internal Audit in the House of Lords meets this definition. It provides assurance and consultancy services across the Lords Administration and, in consultation with the House of Commons Internal Audit team, across shared service areas with Parliament. Lords Internal Audit is resourced on a hybrid basis through a combination of a small internal team and an external support partner (currently BDO LLP).  The Internal Audit Manager role will sit within the internal team. | | |
| Main objective | | |
| The main objective of the role is to provide line management and support to two members of the team, undertake selected audits from the plan, monitor in year progress of the plan, contribute to the audit planning process, take a lead role in developing an advisory function within the section, contribute to a structured process of continuous improvement and assessment against the new Global Internal Audit Standards, and provide support and assistance to the Head of IA, including deputising for the HIA where necessary. | | |
| Key internal and external relationships | | |
| Internal:   * Existing team members * Heads of Offices and other officials across all parts of the Administration and within shared service areas * House of Commons Internal Audit * Lords Management Board and Audit & Risk Assurance Committee.   External:   * National Audit Office * External contractors and service providers * Government Internal Audit Agency | | |

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| Main responsibilities |
| Line management and budgetary responsibilities |
| Line management responsibility for two auditors, providing appropriate guidance and support and reviewing all output. |
| Other responsibilities of the post |
| * Deputising for the HIA when required. Attending ARAC meetings and contributing to the development and preparation of ARAC papers * Responsibility for delivering allocated share of the IA plan * Tracking and reporting progress on the internally resourced portion of the IA plan * Responsibility for manging the follow-up programme, including monitoring and reporting overdue management actions and liaising with relevant management * Mentoring and guiding staff with regard to training and continuing professional development within the section * Responsibility for the continuous development of the IA function through the establishment and management of a formal IA Quality Improvement Plan, including relevant performance indicators * Taking a lead role in developing and promoting the advisory role of the IA function to senior management, Heads of Office, etc * Contributing to the development of structured, risk-based audit planning processes, particularly in respect of the forward pipeline for years 2 and 3 * Strengthening links with other related functions such as the Governance team, Business Improvement and Change, etc |
| |  |  | | --- | --- | | Person specification | | | The qualifications required for the post are: |  | | Professionally qualified: CMIIA or CCAB with appropriate IA management experience  Track record in the IA professional stream, including management of audit staff |  | | The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test. Our Values The House of Lords Administration has four values: respect, inclusivity, professionalism and responsibility. Our behaviours sit alongside our values, translating them into day-to-day actions and demonstrating how we bring our values to life. They outline what we can expect from each other at work and ensure we all play our part in building an inclusive and respectful workplace culture.  The [values and behaviours](https://www.parliament.uk/contentassets/98fbe2848e074a248d14d2a5d0cfbeeb/house-of-lords-values-guide-static-version-final.pdf) are applicable to everyone who works for the House of Lords. As colleagues and representatives of the Administration, everything we do and say counts.  The post holder will be expected to operate in line with the House of Lords workplace values which are:  Respect - We treat people with respect and expect to be treated with respect. Inclusivity - We embrace and value difference and diversity –whether from a person’s race, gender, other characteristics, background or experience. **Professionalism** - We aim for and value a high level of skills and expertise. We act with integrity and openness, putting public service first.  **Responsibility** - We take ownership of our work and actions. We hold each other to account, take appropriate risks and continue learning.  **Criteria:**  Essential |  | | * Experience in an IA leadership role including direct management of audit staff * Practical knowledge of current IA best practice, including approaches, tools and techniques * Established knowledge of current professional standards and their application * Ability to deliver high-quality audit work to agreed timescales * Strong communication skills and the ability to convey information to senior stakeholders clearly and concisely, both verbally and in writing * Ability to develop strong, effective relationships with a wide range of contacts while maintaining professionalism, independence and objectivity |  | | Desirable |  | | * Established team ethic and an ability to prioritise the objectives of the section at all times * Ability to recognise and develop opportunities for continuous improvement of all elements of the IA function |  | |
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## Terms and conditions

#### Salary and allowances

The post is paid in accordance with House of Lords grade HL8 (£57,500 per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £68,500.

Salary is paid monthly by bank transfer.

#### Probation

There is a probationary period of six months.

#### Term and hours

The post is permanent and is for 36 hours per week (excluding break-time).

* Job-share
* Compressed hours
* Home working (1-2 days a week)
* Remote (other than home)/Mobile working

If you are selected for interview, please inform the panel of the days/hours you are available to work.

#### Benefits

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](https://www.parliament.uk/mps-lords-and-offices/offices/lords/lordshro/employee-benefits/) page.

#### Pension

The House of Lords participates in the [Civil Service Pension Schemes.](https://www.civilservicepensionscheme.org.uk/members/joining-the-civil-service-pension-scheme/) As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

#### Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

## Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all candidates with diverse characteristics, including different ages, caring responsibilities, disability, gender/sex, gender reassignment/trans, marriage and civil partnership, pregnancy and maternity, race/ethnicity, religion or belief, sexual orientation and socio-economic status. We welcome discussions about flexible working arrangements and reasonable adjustments.

**Pre-appointment checks**

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

## Successful candidates’ publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

## Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years, they are not eligible for vetting.

Please see the [National Security Vetting booklet](https://www.parliament.uk/globalassets/mps-lords--offices/offices/pass-office/psd-national-security-vetting-booklet.pdf) for further information.

 In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years’ employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

## Returning your completed application

Please complete your online application by 23.55pm on 23rd April 2025.

If you require any reasonable adjustments during the application process, please contact [hlrecruitment@parliament.uk](mailto:hlrecruitment@parliament.uk)

**Telephone enquiries**

If you wish to find out more information about this post, please contact Paul Thompson on 020 7219 3353.

No recruitment agencies please.