

**Barcud Shared Services
Risk Assurance Consultant
Role Profile & Person Specification**



ROLE PROFILE

Responsible to: Risk Assurance Manager

Line Manages: Not applicable

Overview of the role

The overall purpose of the Risk Assurance Consultant role is to:

- Review client processes and structures and, through the provision of insight, support and guidance, provide our clients with independent assurance over key areas of their operations.
- Independently undertake risk-based internal audit engagements across a wide range of operational areas at any client of the Barcud Group and support more senior staff in undertaking more complex audits as identified by the Internal Audit Plan or as directed.
- Provide assurance over clients' management of key risks, use of resources, systems of internal control and compliance with both statutory requirements and organisations' policies, financial regulations and rules.

Key responsibilities and accountabilities

- Undertake risk-based operational, financial and process reviews, both independently and as part of a team, as directed by and with the support of more senior staff, to provide assurance and identify key control weaknesses as well as opportunities for improvement.
- Adhere to the Internal Audit Manual and any other quality management processes.
- Identify and effectively communicate opportunities for added value and efficiency savings for clients.
- Work effectively and efficiently, both autonomously as well as part of a team, including demonstrating flexibility and being dynamic in the approach to reviews across a broad range of areas and organisations.
- Communicate effectively and professionally (through a range of mediums including by phone, video-call, face to face and email) with all levels of stakeholders from a range of organisations including clients' stakeholders, staff and executives.
- Demonstrate continual development of knowledge and skills across a broad range of topics and covering all areas of our clients' operations.
- Conduct robust audit testing and identify key control weaknesses and risks; including visits to sites as required to meet the audit plan.
- Document the work undertaken in a clear and concise way and produce detailed, professional audit reports based on the work undertaken.
- Prepare practical and value-adding recommendations in liaison with management and senior staff.
- Identify key risks to the Group and its clients through work undertaken and provide information on control improvements and good practice.
- Support the Group through the undertaking of non-audit activities that support the Group's quality processes or future growth plans.
- Work within the Group's policies ensuring that these are complied with throughout all services within the scope of this role to ensure the highest standards are maintained.
- Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Group's policies and procedures and Internal Audit Standards and Code of Conduct.

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PERSON SPECIFICATION

Our values underpin all we do for the Group and they are the guiding principles for how all of our people should behave and act. At all times our people should be in alignment with our values of: Value, Quality, Partnerships and Opportunity.

Knowledge / Qualifications:

- Be educated to a minimum grade C or above at GCSE level in Mathematics and English, or equivalent standard.
- Hold a degree or professional qualification in a relevant subject area.
- Demonstrate a commitment to continuous professional development, including working towards a professional qualification if required.

Experience:

- Demonstrate experience in a relevant area such as finance, risk, Internal Audit, projects, compliance, quality management / control or change management.
- Experience of working with registered social landlords (RSLs), charities or other non-profit organisations is desirable.

Personal Qualities:

- Be an excellent communicator and form constructive working relationships with colleagues and clients.
- Be inquisitive and interested in how organisations work and what they could do to improve their performance or outcomes.
- Have strong social values, seeking to support the organisations we work with to better support the communities in which they operate.
- Demonstrate the highest levels of professionalism and ethical standards through your behaviour and presentation and act as an ambassador for the company.
- Have a good level of competence in use of IT programmes related to this role, including all Microsoft software in particular Excel and Word.
- Have strong analytical, reasoning and problem-solving skills and the ability to think clearly and convey thoughts and ideas clearly and concisely
- Ensure the highest standards of quality are maintained throughout all aspects of work.
- Demonstrate good planning and organisational skills and a systematic approach to research and to the collection and presentation of information.
- Work well under pressure and to clear deadlines.
- Show integrity, initiative, positive thinking, creativity, assertiveness and vision.

Other:

- Hold a full driving licence and use of a car for business.
- Attend and contribute positively to 1-2-1s and appraisal processes.
- Review feedback from Satisfaction Surveys and identify opportunities for improvement.
- Undertake continuous personal development to maximise your value and feed into the development and continuous improvement of the service.

No job profile can cover every eventuality which may arise within the post at various times and the jobholder is expected to carry out other duties requested by senior staff.

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Employee Benefits:

- Hybrid / flexible working (subject to the needs of the business) with a combination of remote and on-site working.
- Generous pension contribution.
- Access to a corporate Health Cash Plan.
- Access to electric car salary sacrifice scheme.
- Cycle to Work scheme.
- Training and continuous personal / professional development with great opportunities for progression.
- Professional subscription to a relevant professional body.
- Generous holiday entitlement, with the option to buy and sell leave.
- The option to buy into a share / dividend scheme.
- Up to three days paid volunteering time per year.