**HERON & BREARLEY**

**CENTRAL SERVICES**

**INTERNAL AUDITOR [IOM]**

**ROLE PROFILE**

**JOB FAMILY: HR CODE:**

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| **STRUCTURE** | **LINE MANAGEMENT RESPONSIBILITIES** |
| This role reports to the Internal Audit Manager and interacts with site General Managers and other internal central services support teams: Food Development Team and Finance.  The role is based in the Isle of Man and requires regular travel across the Pub Company’s Retail Estate in the Isle of Man and the UK. | N/A |

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| **MISSION & PURPOSE** |
| Drive continuous improvement in the delivery of the Internal Audit (IA) function through the implementation and development of a risk control programme encompassing regular compliance audits, monitoring and reporting on cash & stock risk indicators; including sock reconciliation variances, stock surplus deficits, margins and levels.  Provide assistance, coaching and development to the site General Managers to ensure risk control standards are maintained; improved, and excellence delivered in all IA areas. Support strategic business goals being developed into prioritised IA activities, to achieve ‘cleaner, safer, more profitable sites’.  Ensure the effective delivery and execution of these activities through a “hands-on” approach, visiting sites to support the company objective of running clean, safe, profitable businesses. Assess the effectiveness of site controls, in relation to: product management, invoice reconciliation, stocktaking, quality & compliance assurance and reporting; as well as ensuring adherence to all relevant legislation.  Deliver site General Managers training, on stock management , and assist site General Managers with all stock management, queries on all post-refurbishment site openings. |

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| **KEY RESPONSIBILITIES & DELIVERABLES** |
| **Strategic**   * Develop and deliver the IA annual risk based work plan, and work towards the IA KPIs; * Design and implement improvements to the IA department’s auditing practices, methods and procedures; * Update and maintain the IA universes for IoM and UK Retail Pub Estates with any system and process modifications and changes; * Build effective relationships with leaders across the Group to understand issues and provide advice on IA controls; * Complete appraisals and provide ongoing feedback to colleagues to ensure they develop the skills required for professional and personal career growth.   **Product Management**   * Setting up products and maintenance of price file; * Basic understanding of database structures; * EPOS support – configuring tills and products in such a way that meets practical requirements and is beneficial to the end user.   **Invoice Reconciliation**   * Approving invoices that equal deliveries; * Investigate and explain variances;   **Stocktaking**   * Pre-stock delivery checks; * Perform on-site stock counts; * Provide meaningful and detailed feedback to relevant parties.   **Quality & Compliance Assurance**   * Oversee and provide quality control for the department’s audits; * Assess and monitor adherence to company brand standards; * Understand the legal requirements in the on-trade sector and how to meet these requirements; * Provide constructive support to staff at all levels to meet company expectations in respect of Q&C * Ensure that stock is properly controlled and accurately valued. * Drive the implementation of best practice with regards to inventory control.   **Reporting**   * Identify areas of concern; investigate, and resolve any discrepancies. * Produce meaningful reports as required summarising data collected from a number of sources. |

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| **SKILLS COMPLEXITY AND CREATIVITY** | **Essential** | **Desirable** |
| * Able to translate business requirements into the delivery of effective audit activities at site level; | ● |  |
| * Able to lead by example, with first-hand knowledge of expertise and a high attention to detail; | ● |  |
| * Possesses excellent verbal communication skills; able to influence or persuade others to gain acceptance, agreement or commitment to ideas and approaches; | ● |  |
| * Demonstrable leadership skills; being able to embrace Company values and standards and embed them throughout the business; | ● |  |
| * Able to multi-task and manage a variety of activities in a high-pressure environment, and deliver on converging and simultaneously occurring deadlines; | ● |  |
| * Possesses a high level of self-awareness; understands own and others strengths and development areas and utilises them accordingly; | ● |  |
| * Sound judgement skills around operational focus and people; | ● |  |
| * Self-starter, with excellent analytical skills. Well organised with ability to work under pressure with minimum supervision; | ● |  |
| * A strong desire for accuracy and high levels of attention to detail, with the   understanding of the vital importance of generating and reacting to up to date information with regards to stock; | ● |  |
| * A strong sense of urgency, initiative and drive to get things done correctly, with emphasis on working with and through people in the process; | ● |  |
| * Able to handle difficult situations involving employee relationships and to solve problems in creative, practical ways; | ● |  |
| * Able to take a broad-based view of issues and events and possesses an understanding of their longer-term impact or wider implications; | ● |  |
| * Able to establish and maintain positive working relations internally and externally to achieve strategic goals and objectives; | ● |  |
| * Able to step outside normal job description as required and be comfortable doing this to deliver the required service to the business; | ● |  |
| * Hold strong planning, organisational and time management skills to run efficient and effective audits across multi-site operations; | ● |  |
| * The holder of a full clean UK driving licence; | ● |  |
| * Flexible attitude to national travel and overnight stays where appropriate. | ● |  |

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| **EXPERIENCE, EDUCATION, TYPICALLY** | **Essential** | **Desirable** |
| * Ideally, a minimum of 2-3 years’ operational internal audit experience gained in a multi-site licensed-trade,with regular local and national travel to deliver the role requirements; | ● |  |
| * Recognised qualification within the UK Govt Education Framework Level 4, 5 or 6; and/or hold the Chartered Institute of Internal Auditors “Certified Internal Auditor” qualification; |  | ● |
| * Up-to-date demonstrable knowledge of auditing stock control and EPOS systems; | ● |  |
| * Excellent Proficiency in the Microsoft Office suite of products. |  | ● |

The above statements are intended to describe the general nature and level of the work being performed. They are not construed as an exhaustive list of all deliverables and responsibilities and duties. All Heron & Brearley people are expected to be flexible in approach and may be required to perform other duties as may be reasonably required for the benefit of the Company and to add value.

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| **Date prepared:** |  | |
| **Agreed by:** | **Incumbent** | **Manager** |
| **Review date:** |  | |