

Finance and Corporate Services

## Internal Auditor

### The job, in a nutshell

We are seeking an experienced Internal Auditor who will play a critical role in providing independent assurance that the charity's risk management, governance and internal control processes are operating effectively. The successful candidate will be responsible for evaluating the effectiveness of systems and procedures; compliance with regulations and policies and recommending improvements, with direct and open reporting and escalation to the CEO.

Reporting to the Senior Risk Manager, the Internal Auditor will work closely with several key stakeholders across the Finance and Corporate Services division.

The postholder will also engage external internal auditors for specialist audits as required, within the budget allocated for internal audit work.

[www.ageuk.org.uk](http://www.ageuk.org.uk)

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.  
Registered charity number 1128267. Company number 6825798.

### Our values

-  Collaborative
-  Ambitious
-  Impactful
-  Inclusive

## Finance and Corporate Services

### What you'll do for us:

- Develop and deliver a risk-based internal audit plan aligned with organisational priorities.
- Conduct internal audits across operational, financial, and compliance areas.
- Identify control weaknesses and make practical, proportionate recommendations for improvement and track to completion.
- Prepare clear, concise audit reports with actionable recommendations.
- Monitor implementation of audit recommendations and follow up on progress.
- Liaise with external internal auditors for specialist audits and ensure quality and consistency.
- Provide advice and guidance to teams on internal controls and risk mitigation.
- Support the development of a culture of continuous improvement and assurance.
- Present findings to senior stakeholders and contribute to governance reporting.
- Maintain the Age UK wide internal audit register.
- Utilise the use of data analytics and technology in audit processes.

### Location

Hybrid/London

### People management

No

### Division

Finance and Corporate Services

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**Age-friendly  
Employer**



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### Must have

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

### Experience

- Proven experience in internal audit within a large, complex charity. **A, I**
- Experience of working with external audit providers. **A, I**
- Experience of reporting to senior stakeholders and governance committees. **A, I**
- Experience of risk based audit planning and delivery. **A, I**

### Skills and knowledge

- Strong understanding of internal control frameworks, risk management, and governance. **A, I**
- Excellent analytical, investigative, and report writing skills. **A, I**
- Knowledge of charity governance and regulatory requirements. **A, I**

### Personal attributes

- High integrity, objectivity, and professional curiosity. **I**
- Ability to build effective relationships across diverse teams. **I**
- Proactive and solutions focused mindset. **I**
- Strong communication and influencing skills. **I**
- Ability to present findings to senior stakeholders with objectivity and independence. **I**

### Great to have

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

### Experience

- Experience with audit software or data analytics tools. **A, I**
- Experience of federated charities. **A, I**

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# Internal Auditor

## Finance and Corporate Services

- Experience of CQC and regulated service delivery. **A, I**

### Skills and knowledge

- Understanding of quality assurance. **A, I**
- Professional qualification (e.g. IIA) or equivalent experience. **A, I**

### Personal attributes

- Commitment to the values and mission of the charity. **A, I**

### Any other details

- Willingness to travel occasionally to regional offices or partner sites.
- This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.
- In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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