JOB DESCRIPTION

Job Title   IT Audit Manager

Division   Global Internal Audit

Reports to   Global Head of IT Audit

Objective

To work on agreed audits of Information Technology throughout the Group covering all aspects of IT, including infrastructure, projects and applications; reviewing and where necessary, recommending appropriate changes to policies, procedures, practices and controls.

Main Duties/Responsibilities

- Conduct agreed IT Audit reviews in an efficient and effective manner

- Assist business auditors on IT related matters in business audit assignments

- Highlight issues of concern covering a wide range of risks including, security, policy, operational practices, project management and control, etc

- Identify solutions and recommendations to mitigate risks identified

- Prepare and present reports to senior managers and the Audit Committee

- Attend meetings to agree action on audit findings and recommendations

- Where required, offer advice and recommendations to the IT team when developing or implementing systems

- Assist in the development and maintenance of Internal Audit systems

Professional Experience

- Qualified IT Auditor (QiCA or CISA)

- Ideally degree qualified (though not essential)

- Minimum of 5 years IT Audit experience

- Financial services experience preferable

Skills Required.

- Ability to build professional relationships that add value to the "client"

- Understanding of the business context and specialist knowledge of systems within a Microsoft environment

- Excellent inter-personal skills to communicate clearly and effectively at all levels

- Ability to plan, organise, prioritise work effectively and meet deadlines

- A pro-active approach to overcome setbacks and deliver results

- A positive and flexible attitude with the ability to demonstrate initiative, attention to detail and reliability

- Good team working skills