

Audit Assistant - Job description

Role information

Department: Internal Assurance

Job Title: Audit Assistant

Grade: B

Responsible to: Audit and Compliance Manager

Date: May 2025

Purpose of the job:

To provide accurate and timely administration to support the completion of Internal Audit work.

This role will support Audit Officers with the administration tasks linked to the delivery of the Annual Audit Schedule, and wider work of the Internal Audit team.

Duties and responsibilities

- Provide administration support to the Audit Officers, including general administrative tasks, telephony duties (where appropriate) and email management.
- Communicate in a professional and timely manner with families and third parties adhering to process and brand guidelines and department timescales.
- Escalate queries appropriately to relevant colleagues in line with department processes and guidelines.
- Support the Internal Audit Team in suggesting improvements to processes.
- Ensure all Audit work is recorded in accordance with agreed procedures.

Business Reporting

- Assist in the administrative tasks required in the preparation of Business and Board reports, as required.

General

- Carry out other appropriate duties as required by the Audit and Compliance Manager.
- Assist in ensuring Data retention policy for Audit and Compliance data is adhered to.
- Co-ordinate with all other departments and colleagues as required to ensure the effectiveness and efficiency of the Internal Audit Team.
- Attend meetings and training sessions as required.
- Maintain knowledge of and adhere to data protection and safeguarding policies and procedures in every aspect of role.

Person specification

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Experience

- General office administration experience with similar duties
- Record input and maintenance
- Experience of communicating with stakeholders/customers via telephone and email.

Desirable

- Experience of audit-based work
- Experience of using and updating databases and IT systems.

Skills, knowledge, and abilities

- Fully competent in Microsoft Office and Windows based computer systems, including Microsoft Word and Excel.
- Good critical reasoning, logical problem solving and analytical skills
- Good communication skills – verbal and written
- Good interpersonal skills
- Literacy, numeric and accuracy skills
- Ability to use initiative
- Ability to cope with a varied and demanding workload, often working to targets
- Ability to work independently and within a team
- Excellent planning and organisational skills

Education/training

- GCSE including Maths and English or equivalent

Personal attributes

- Self-motivated and reliable.
- Positive and innovative approach to administration
- Takes ownership of work related problems
- Committed to continuous improvement
- Supportive of colleagues.
- Commitment to Family Fund's values
- Commitment to equity, diversity, inclusion and fairness for all.