

Risk and Assurance Manager

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Company: UK Civil Service

Location: United Kingdom

Category: other-general

Job summary

About Government Internal Audit Agency

We are an executive agency of His Majesty's Treasury (HM Treasury), established in April 2015 to improve the quality of internal audit provided to central government.

Most of the Agency's people are professionally qualified internal auditors, accountants or investigators.

Many are also specialists in areas including counter fraud, project management, digital and commercial audit.

We lead both the Government Internal Audit Profession and the Government Internal Audit Function.

Our workforce brings with it a unique depth of experience gained in a wide range of government departments, related bodies and other sectors.

This enables us to offer a high-quality service based on cross-government insight and a strong understanding of our customers' business.

In GIAA, we aim to be a great place to work and to ensure that we have the capability and capacity to make even more of a significant contribution to achieving A Brilliant Civil Service over the coming years.

Our initial focus was on becoming a single audit practice. We are now focused on taking GIAA to the next level so we can provide better insights and better outcomes for government.

Job description

This is an exciting opportunity to join small and busy governance team, based within the Corporate Services division. The team provides a wide range of corporate governance services, including overseeing the effective system of governance, risk assurance and internal control within the Government Internal Audit Agency, leading on planning and reporting, producing the Agency's Corporate Plan and its Annual Report and Accounts, along with oversight of the Agency's correspondence system.

This is a high-profile role which is crucial to the delivery of effective assurance to the Accounting Officer (the Chief Executive) on the management of risk, assurance and internal controls within the Agency. The post holder will be responsibility for the risk and assurance processes within the Agency, and implementation and management of the Risk Control Framework that provides reliable evidence to underpin the assessment for the annual Governance Statement.

With a keen eye for detail, the successful candidate will need to be highly organised, self-motivated, with excellent communication skills and confidence to work directly with very senior managers. The role offers a unique opportunity to be involved in embedding, and continually improving, excellent risk and assurance practices in a government Executive Agency that places a strong emphasis on sound systems of governance, risk management and internal control.

Risk and Assurance Manager Responsibilities

Development and oversight of the Agency's assurance environment and control framework, including the maintenance of the assurance map, delivery of the bi-annual management assurance exercise and the annual Functional Standards self-assessment exercise.

Leading on the management and development of the Agency's approach to risk

management, ensuring the effective design and implementation of policies, procedures and practices for risk identification and assessment, treatment, monitoring and reporting.

Providing regular risk and assurance reports to the Agency's Governance bodies.

Secretary to the Audit and Risk Assurance Committee, a Committee of the Agency Board.

Line management of the Risk & Assurance Officer (Higher Executive Officer).

Ensuring that all the governance procedures and policies are fit for purpose, up to date and accessible to all colleagues.

Contributing towards the wider team efforts to deliver effective governance advice and support to Directors, Non-Executive Board members and Agency colleagues.

Person specification

You will be required to write a statement of suitability of up to 750 words setting out how your skills and experience meet the following criteria:

Previous experience of developing and overseeing risk and assurance processes, with a solid understanding of the principles and concepts of risk management.

Knowledge of the three lines model for assurance and experience of how this operates within an organisation.

Experience of producing reports and information returns for governance bodies and presenting complex information in a clear and succinct manner, using judgement to make assessments and recommendations.

Excellent planning and organisational skills to ensure delivery to meet deadlines. This will be evidenced by prior experience of managing reactive and proactive workloads where it has been necessary to prioritising effectively, and to adapt and be resilient to evolving requirements.

Taking the initiative to lead on areas of responsibility with a positive approach to solving problems. This will be evidenced with a strong track record of delivering good administrative processes and/or reviewing processes to deliver improvements or efficiencies.

A strong team player, with a proven ability to successfully work with others to deliver key

cross-organisational projects.

Qualifications

Although not essential, it would be preferable if applicants will have either achieved, or be working towards the following qualifications:

- ◆ OGC Management of Risk (MoR) Foundation or Practitioner.
- ◆ IRM Certificate in Enterprise Risk Management or equivalent.
- ◆ Qualification and membership of the Institute of Risk Management.
- ◆ Relevant professional qualification, such as qualified CCAB, CIMA or equivalent.

Behaviours

We'll assess you against these behaviours during the selection process:

Managing a Quality Service

Making Effective Decisions

Communicating and Influencing

Changing and Improving

Benefits

Alongside your salary of ◆44,900, Government Internal Audit Agency contributes ◆12,123 towards you being a member of the Civil Service Defined Benefit Pension scheme.

Competitive salaries and in-year rewards

Flexible working

A with an average employer contribution of 27%



Discount on big brands

Volunteering days

Season Ticket Loan and Cycle to Work Schemes

Free eyesight tests

Family-friendly HR policies

25 days  annual leave increasing by one day per year of service to 30 days after 5 years 
service

Geographically based Agency

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