

Job Description – Compliance Auditor

Department	Risk and Compliance
Work level	2
Reporting to	Audit and Compliance Manager
Direct reports (yes or no)	No
Notice period	1 month

Job purpose

- To carry out and lead operational and/or compliance audits of companies as required by their membership / usage of the MyLicence Service.
- To identify practices which contravene the MyLicence User Agreement.
- To recommend actions to address control weaknesses (and improvements to controls) identified during audit assignments; to negotiate suitable corrective actions and timelines with appropriate stakeholders and to check recommendations have been implemented.

Key accountabilities

- Co-ordinating and scheduling audits of registered users of the MyLicence Hub. (e.g. insurance firms, software houses, aggregators)
- Taking the lead in establishing individual audit requirements and co-ordinating the audit fieldwork.
- Performing audit fieldwork of registered users of MyLicence.
- Writing and delivering audit reports for registered users of MyLicence.
- Contributing to the development of audit frameworks and audit work programmes to meet the needs of the MIB's Client Companies and Managed Services.
- Making written recommendations on identified audit deficiencies and/or instances of non-compliance with the MyLicence User Agreement.
- Working to tight deadlines, and monitoring auditees' progress against agreed timelines and objectives Monitor auditees' progress in implementing audit recommendations against agreed completion dates.
- Monitoring delivery against the agreed annual audit plan, and communicating any concerns or obstacles to the Audit Manager so that these can be resolved.

Key accountabilities

- Identifying and escalating instances of non-cooperation among auditees, exploring all available avenues for resolution among internal stakeholders.
- Assessing and escalating issues of concern for clarity and discussion among MIB and MyLicence stakeholders. (e.g. the Audit Manager and MyLicence Product Team)
- Representing the Audit team at external stakeholder meetings.

Role requirements

- Proven experience of working within an audit environment and performing audit work in line with professional audit practice.
- Possess knowledge and skills to audit across the boundaries between business processes and IT applications.
- Self-motivated and able to work independently, displaying a high level of credibility and responsibility.
- Excellent communication and interpersonal skills.
- Ability to identify business risk in all environments encountered.
- A high degree of dexterity and high level of concentration.
- Good forensic and analytical skills.
- Good knowledge of office-based software, including databases and spreadsheets.
- Excellent report writing and presentation skills.
- Operate with integrity, honesty and fairness.