

Internal Controls Analyst Head of Internal controls

Manchester

The role is based in our Finance Shared Service Centre based on the beautifully landscaped Towers business Park in Didsbury with easy access to the motorway network and Manchester City Centre that is 11 minutes, away by train. Occasional travel to other company offices may be required.

The Role:

We are looking for a bright, energetic talent who can partner with senior management and finance teams to enhance the quality of our controls environment, improve our accuracy and financial processes in the UK, by robustly challenging and management-testing our SOX controls.

This is a new role coming as the company has become part of a structure that requires Sarbanes Oxley compliance, as such there is a real opportunity to shape new processes and structures and have a visible and important impact.

Responsibilities

- » Delivery of the SOX Management testing programme for a £15bn turnover company
- » support the end-to-end SOX and internal control procedures, assisting the Head of Internal controls with the overall SOX programme.
- » Perform pre audit testing to ensure all controls are being performed and documented in accordance with requirements, Track and Monitor performance of the controls to ensure they are executed in a timely fashion in line within the SOX timetables.
- » Work with the business and the SOX team to identify improvements in controls and ensure control deficiencies are tracked and remedied in agreed timelines
- » Support on the preparation of SOX reporting and commentary for review by global management
- » Prepare and maintain supporting documentation on Key SOX controls
- » Support the wider finance team in Ad hoc projects and tasks as required

Qualifications

- » Must have audit experience, preferably controls-testing focussed
- » Strong academics,
- » Strong transactional accounting skills
- » Exposure to and an effective understanding of principles of Sarbanes Oxley, preferably experience in SOX testing

- » Be a strong communicator and possess an ability to develop trusting and credible relationships at all levels of the business, to director level, and to respect different opinions and ideas
- » Strong MS Excel Skills.
- » Have a questioning and inquisitive mind – not afraid to ask questions or challenge convention, nor to drive improvements and efficiencies as appropriate
- » Takes personal responsibility and accountability for their work – you will own everything reported.
- » Be flexible and adaptable – this is a key role demonstrating the control environment in the business there will be times it will be required to step up and move out of their comfort zone

People are key to our continuing success; we work hard to reward, develop and retain staff. We offer a competitive salary, career progression opportunities, along with a comprehensive benefits package which includes;

- » 25 days holiday per year
- » Private Medical Insurance
- » Worldwide Travel Insurance
- » Company Pension
- » Life Insurance cover of 4 times basic salary
- » Eye Care Vouchers, Flu Jabs
- » Ride to Work Scheme
- » Access to a discount site for things like eating out, health and leisure etc.
- » You will also have access to the 24/7 Employee Assistance Programme.
- » Excellent staff facilities.

To apply for this role please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience.

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for this role.

If you should have any queries regarding this position please call Debbie Rees 01827 302298

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