

## Job description form

Details of the role	
Department	<b>Internal Audit</b>
Job title	Graduate
Temporary/Permanent	Temporary
Reporting to	Head of Internal Audit
Accountabilities	
Day to day duties	<p>Internal Audit assesses the adequacy and effectiveness of Goodbody's governance, risk management and control infrastructure which supports management in the achievement of approved strategic and operational objectives.</p> <p>During the ten week period, the graduate will provide support to the Head of Internal Audit to deliver on the Internal Audit plan. Duties will include;</p> <ul style="list-style-type: none"> <li>▪ Providing support on risk management, control, and governance systems.</li> <li>▪ Review and maintain the Internal Audit process and deliver high quality execution through Audit life cycle.</li> <li>▪ Report any risk management issues and internal control deficiencies to Head of Internal Audit and provide recommendations for improving operations, in terms of both efficient and effective performance.</li> <li>▪ Develop and maintain Internal Audit documentation and reports.</li> <li>▪ Evaluates regulatory compliance requirements and programme.</li> <li>▪ Support and input to Audit Committees.</li> <li>▪ Development and coordination of the implementation process for new audit methodologies, procedures, checklists maintained in line with industry standards.</li> <li>▪ Performing support on Internal Audits, evaluate risk responses, and design test procedures.</li> </ul> <p>The role will give the graduate exposure to all departments across the Company and will provide the successful candidate with a great opportunity to experience the full life cycle in Internal Audit.</p> <p>There will be a series of learning events, presentations, meetings with senior managers and senior corporate executives. It is an excellent opportunity to learn what a career in Audit and the Financial Services industry entails, and to make an impression on senior executives in the industry.</p>

Experience required	
Specific systems knowledge	<ul style="list-style-type: none"> <li>Microsoft Office (Excel, Word, Powerpoint).</li> </ul>
Experience required (years)	<ul style="list-style-type: none"> <li>Previous experience in Financial Services or an Audit role would be advantageous.</li> </ul>
Qualifications required	
Third level	<ul style="list-style-type: none"> <li>Business, law/financial or other relevant degree.</li> </ul>
Specific Industry Qualifications	<ul style="list-style-type: none"> <li>None necessary, but previous experience in a financial/business/banking environment beneficial.</li> </ul>
Person specification	
Characteristics of the type of person this role may suit	<ul style="list-style-type: none"> <li>Numerical/analytical skills.</li> <li>Good interpersonal skills/team oriented.</li> <li>Good communicator (verbal/written).</li> <li>Knowledgeable about general finance and business issues.</li> <li>Self-starter.</li> <li>Commercial judgement.</li> </ul>
Additional Information	
Additional Information	<b>Applications are invited from Final Year Students or Graduates.</b>
Reference	Please reference in the subject bar of your email: <b>Internal Audit Graduate Opportunities</b>
How to Apply	
Please submit your <b>CV and Cover Letter</b> referencing the role which you are applying for in the subject bar of the email to: <b>Careers@goodbody.ie</b>	
Timeframes	
Closing Date	12noon Monday, December 31st 2018
Proposed Interview dates	January 2019
Proposed Start Date	June 2019

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