

Job Title: **Internal Auditor**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ELC**

Date: **04/06/2025**

### **Position Overview:**

We are seeking a dedicated and analytical Internal Auditor to join our esteemed staffing and recruiting firm. As an Internal Auditor, you will play a crucial role in enhancing our operational efficiency and ensuring adherence to our internal policies and regulatory requirements. Your primary responsibility will be to systematically examine and evaluate the effectiveness of our internal controls, compliance programs, and risk management processes. This role requires a meticulous attention to detail and a proactive approach to identifying areas for improvement. The ideal candidate will have a strong understanding of auditing principles, excellent critical thinking skills, and the ability to communicate findings clearly across various departments. You will collaborate closely with management to develop action plans based on your audit findings, aiming to optimize our operations and mitigate potential risks. As we continue to expand our reach in the staffing and recruiting industry, your contribution will be vital in maintaining the integrity of our financial and operational processes while fostering a culture of accountability and transparency within the organization. This position offers a unique opportunity to significantly impact our firm's success and work alongside a talented team of professionals.

### **Key Responsibilities**

- Conduct internal audits to assess the effectiveness of internal controls and compliance processes.
- Evaluate risk management strategies and operational efficiencies across various departments.
- Prepare detailed audit reports that convey findings, risk assessments, and actionable recommendations.
- Collaborate with department heads to develop strategies for improving internal control systems.
- Monitor the implementation of corrective actions and assess their effectiveness over time.
- Stay updated on industry regulations, best practices, and auditing standards to ensure compliance.
- Assist in training staff on internal control policies and audit procedures..

### **Requirements:**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Professional certification such as CPA, CIA, or CISA is preferred.
- Proven experience as an internal auditor or similar role within the staffing and recruiting sector.
- Strong understanding of auditing principles, risk management, and compliance regulations.
- Excellent analytical skills with attention to detail and the ability to critically evaluate complex systems.
- Strong communication skills, both written and verbal, for reporting and presenting findings.
- Proficiency in using auditing software and Microsoft Office Suite, especially Excel.

### **Application Process:**

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to [applications@proffersolutionltd.co.uk](mailto:applications@proffersolutionltd.co.uk). The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.