

**Apprentice Internal Audit
Administrator**

Recruitment Information



**Creating homes.
Building lives.**





ABOUT US

We are one of the largest housing groups in England with more than 34,000 homes across the North West and East Midlands and by combining the strengths of two successful housing groups New Charter Group and Adactus Housing Group, Jigsaw Group creates new and exciting opportunities for tenants and customers.

Our members build, renovate and manage low-cost housing for rent and sale. We work to help regenerate neighbourhoods and increase life opportunities for disadvantaged individuals and communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy. We will create stronger communities with improved local services through Greater Manchester devolution and new partnerships.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

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| Location: | Cavendish 249, Cavendish Street, Ashton Under Lyne, OL6 7AT |
| Holidays: | 27 working days per annum (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days. |
| Pension: | The Group belongs to the Pension Trust Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme. |
| Jigsaw Benefits: | In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, access to the Social Housing Pension Scheme, Simply Health membership, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details |
| Probation period and references: | Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer. |
| Eligibility to work in the UK: | Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence. |
| Medical Clearance: | In addition, any offer is also subject to receipt of medical clearance from our Occupational Health Provider before appointment. |
| Diversity: | Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all. |

JOB DESCRIPTION

OVERVIEW

We are looking to develop the next generation of internal audit and risk professionals by offering an exciting and engaging role which adds real value to Jigsaw Homes Group.

Responsible To: Head of Internal Audit

Responsible For: None

Over the course of the apprenticeship the successful candidate will:

1. Undertake wide-ranging research and analysis which actively supports audit preparation and fieldwork.
2. Assist in arranging and administering internal audits.
3. Arrange meetings with staff on behalf of the internal audit team
4. Carry out quarterly follow-up reviews of audit recommendations in order to track and report on progress.
5. Design, carry out and report on a range of audit and risk specific projects.
6. Develop an understanding of the Group's audit and risk activities through administration of Jigsaw's Risk & Audit Dashboard.
7. Prepare briefing papers on such topics as best practice and regulatory judgements; so as to drive good practice and continuous improvement.
8. Provide administrative support to the Internal Audit team as required and carry out such other tasks as may be directed by the Head of Internal Audit.
9. To be a proactive member of the Internal Audit team by continually seeking to improve and develop own skills, knowledge and the performance of the team and operate within and comply with Jigsaw Homes policies, procedures and values at all times.
10. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
11. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
12. Carry out any other duty which may be requested by the Chief Executive, Deputy Chief Executive or Group Director commensurate with the position.

CANDIDATE REQUIREMENTS

Candidate Requirements:

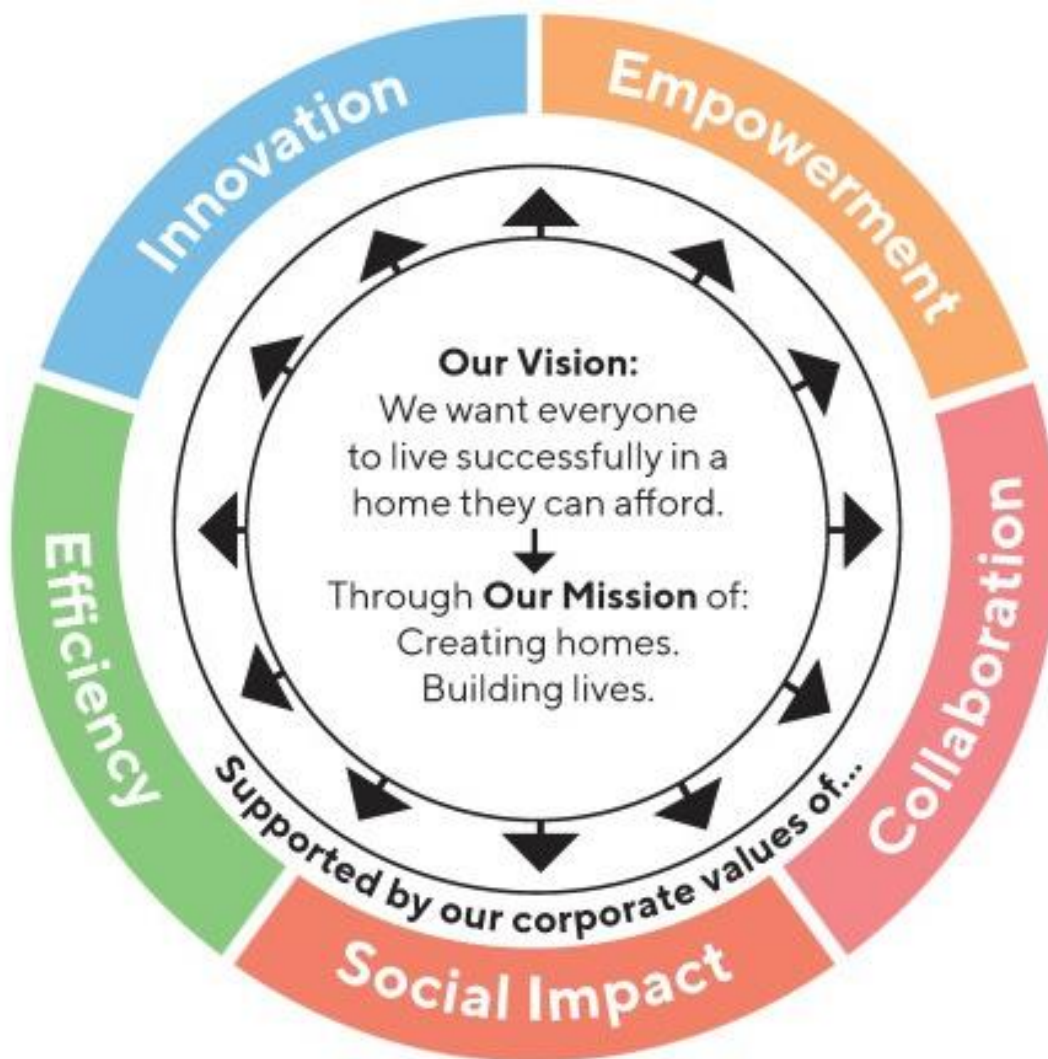
- Strong focus and attention to detail.
- IT literate; particularly with Microsoft Word and Excel.
- Confident with a good communication and presentation style.
- Is naturally curious with a willingness to learn.
- Good time management skills

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



Jigsaw Homes Group Limited

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