

**Job Description – Audit & Risk Manager**

**Status:**  **Permanent, Full time**

**Location:**  **Leatherhead, Surrey – Hybrid**

**Reporting to: Head of Strategy, Risk, Policy & Research**

**Department: Risk**

**About the Police Federation of England & Wales**

When you join the Police Federation of England and Wales, you will be part of a not-for-profit organisation that serves more than 140,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, The Police Federation of England & Wales is a great place to work.

**Primary Function**

As the Audit & Risk Manager at PFEW, you will play a critical role in ensuring the organization's financial integrity and compliance with relevant regulations. You will be responsible for designing, implementing, and maintaining effective audit and risk management processes. Your work will contribute to PFEW's ability to fulfil its mission of supporting and representing police officers while upholding the highest standards of transparency, accountability, and ethical conduct.

You will guide, support and challenge the identification and management of risks across the organisation and deliver a risk-based audit programme.

This is a standalone role and is responsible for Risk Management and Internal Audit across PFEW HQ, Branches, National Board and the wider Membership, providing an organisation-wide view of risk management for Senior Management.

**Key Responsibilities**

**Risk Assessment and Mitigation**

* Drive a continual risk focus in PFEW to help management to identify, assess and manage key business risks.
* Conduct risk assessments to identify potential threats to PFEW's financial and operational stability.
* Contribute to team success through delivering continuous improvement initiatives, monitoring and reporting on risk factors and recommending mitigation measures.
* Assess the feasibility of appropriate mitigating controls within key policies and processes to improve compliance and minimise risk. Track performance to ensure the mitigations are valid.
* Provide counsel and recommendations to Senior Management on the control framework and be an advocate for changes that fulfil PFEW’s evolving needs.
* Support critical stakeholders in the ongoing adherence to organisational policy and procedural documents, including the development of process maps to support improvement of overall compliance within PFEW.
* Ensure process activity is efficient, effective, and aligned with the risk appetite and risk tolerance. Monitor risk trends. Report and mitigate risk exposures.
* Provide management with real-time support and challenge, plus actionable insight when developing and implementing new processes.
* Contribute to PFEW governance meetings relating to operational risk including the Audit & Risk Committee (ARC)
* Maintain to a high standard the robust risk management framework instilled within PFEW, in line with Risk Control Self-Assessment (RCSA) guidelines.

**Audit Management**

* Plan and execute internal audits to assess the organisation’s financial practices and controls against agreed criteria.
* Evaluate compliance with internal policies, procedures, and external regulations.
* Identify areas of improvement and recommend corrective actions.
* Collaborate with finance and accounting teams to maintain financial transparency.
* Build and maintain strong relationships with external audit firms to promote collaboration.
* Provide audit reports, quarterly audit progress summaries and an annual view on performance against compliance metrics.
* Work with internal stakeholders (HQ Departments, Trustees, Senior Management Team, National Board and National Council) and external stakeholders (external auditors) to ensure assurance is provided to key areas and is not duplicative.

**Compliance and Governance**

* Stay updated on relevant laws and regulations affecting the organisation.
* Develop and maintain compliance programs and policies.
* Advise senior leadership on compliance matters.
* Handle sensitive and confidential information in accordance with PFEW guidelines.

**Training and Education**

* Provide training and guidance to staff and stakeholders on audit and risk management best practices.
* Promote a culture of compliance and risk awareness within the organization.

**Continuous Improvement**

* Continuously review and enhance audit and risk management processes.
* Implement industry best practices to enhance organizational efficiency and effectiveness.

**Key Skills & Experience**

* A track record of delivering internal audits for an in-house audit team and / or through a professional services firm.
* An understanding of the Internal Audit industry; risk frameworks and methodologies, and experience of their development and management.
* Demonstrable experience or understanding of risk, control and internal audit practices.
* Strong commercial acumen, and a robust understanding of financial regulations and compliance requirements.
* Excellent forensic / data analysis, problem-solving, and report writing skills, underpinned with the ability to apply sound judgement.
* Self-starter who requires little or no day-to-day support, with an innate ability to work independently and collaboratively, with attention to detail.
* Proven experience in developing strong stakeholder relationships at different seniority levels.
* Demonstrates a high standard and understanding of ethics, conduct and behaviour, and can work with sensitive and confidential information.
* Bachelor’s degree in finance, accounting, business, or a related field, plus a relevant risk management/ audit qualification (master’s or professional certification such as ACCA/ACA/CIMA/CMIIA/CIA is a plus).

**Additional Information**

* The role will require travel to Branches across England & Wales; therefore, the successful candidate must be able to travel to carry out a programme of audits across the branches.

**What PFEW will offer you**

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, private healthcare, life assurance, enhanced pension contribution, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more….

**Interview Process**

* Telephone Interview with Talent Acquisition Lead
* Virtual Interview with Head of Strategy, Risk, Policy & Research, and Staff Alignment Lead
* Presentation and final interview Head of Strategy, Risk, Policy & Research and General Counsel

\*Please note that these duties and responsibilities are not exhaustive and may be changed

from time to time in line with the reasonable requirements of the Police Federation and as

directed by the line manager, on behalf of the Head of Department.