



HM Revenue
& Customs

HM Revenue and Customs

Senior Internal Auditor

Candidate information pack



Key facts

Role:

An opportunity to join one of the most respected Internal Audit functions in Government. You will lead all aspects of an audit assignment, carrying out the complex and specialised areas of an audit review.

Pay:

£40,175 - £43,708 (national) or £43,432 - £47,243 (London)

As part of an agreed multi-year pay deal and contract offer, HMRC colleagues will receive an average pay award of 4.9% in June 2022. Please see the T&Cs document attached to the job advert for a summary of the key changes that will be made due to this pay deal.

Location:

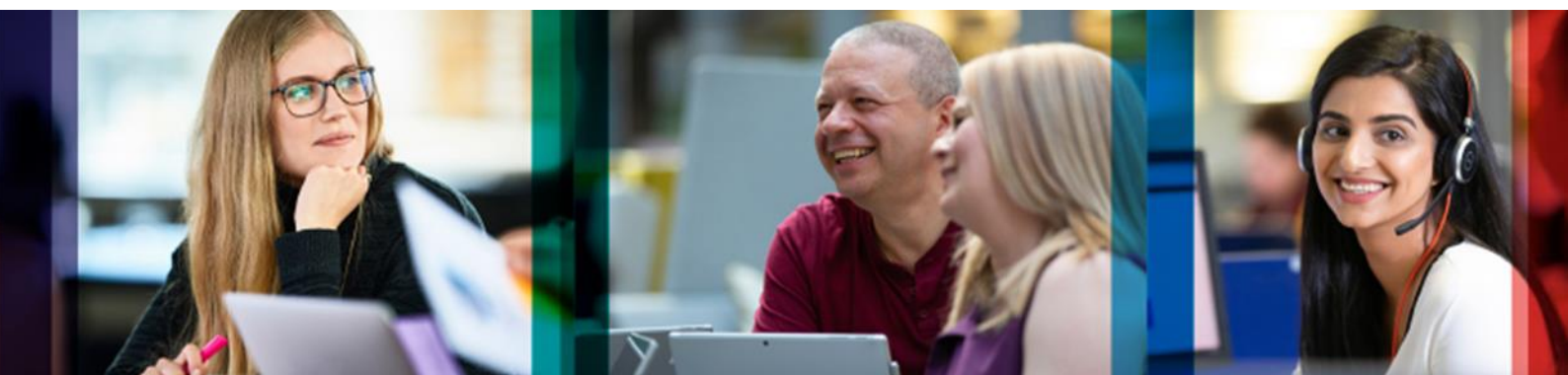
London, Newcastle, Nottingham, Manchester, Leeds, Telford or Worthing.

Working patterns:

Full-time, 37 hours per week.

As work life balance is important to us, we offer flexitime along with the choice of working from home at least 2 days per week.

Alternative working pattern requests will be considered but are subject to business needs. You should discuss this option with the vacancy holder before you apply.



About HMRC

HM Revenue and Customs (HMRC) is one of the UK's largest organisations, with around 66,000 employees, collecting over £605 billion in tax revenue.

As one of the UK's largest government departments, our work makes a difference across all businesses and households within the UK. This is achieved by collecting the money that pays for the UK public services and by helping families and individuals by providing targeted financial support where required.

Tax pays for everything that the government spends, including hospitals, schools, police, transport, defence and security. We are responsible for working out and collecting the taxes and duties that 50 million people and 5 million businesses pay. We also pay and administer Child Benefit, Tax-Free Childcare, Statutory Pay and Tax Credits. We also protect our citizens, for example, through enforcing the National Minimum Wage and Living Wage.

Jim Harra - HMRC Chief Executive and Permanent Secretary



I am delighted that you are considering HMRC as a career choice.

HMRC are going through an exciting time as we undertake a major transformation to modernise our organisation and deliver even better services for our customers. We are embracing new technology to deliver cutting-edge digital services, to make our jobs easier and to make us feel more connected. We can only achieve this with the help and support of our people.

We offer challenging, interesting work and fulfilling, rewarding careers. We're working hard to make sure that we include people regardless of difference and that each and every colleague in HMRC works in a fully inclusive environment, where they feel respected and safe to speak up if they need to. This is a key priority for HMRC, and it's everyone's responsibility to contribute to it.

Internal Audit in HMRC

Internal Audit deals with issues that are fundamental to the reputation and success of the Department. Our role is to provide independent and objective assurance to the Chief Executive to ensure that the Department's risk management, governance and internal control processes are operating effectively and efficiently. We make a real difference to the Department by providing professional assurance and advice that adds value for money and improves operations. Although we are part of HMRC we are independent of the activities we audit.

We provide Internal Audit services across HMRC and the Valuation Office Agency. Our work can touch on any area of these organisations.

Why join HMRC?

Internal Audit is at the very heart of HMRC and works with every area of the department looking at assurance on governance, risk management and controls. As well as compliance type audit work, we are actively brought in early to help the business design assurance into new products and processes.

All of our auditors take pride in their work and strive to deliver a high-quality performance. In return you will be given a range of personal development opportunities to continue building your professional career.

You will also have a chance to work within an award-winning internal audit team that constantly strives to deliver a quality service, and which welcomes and seeks out new ideas that challenge itself to get better.

I look forward to receiving your application.



Tim Addison

Director, Internal Audit

What will I be doing?

- Leading all aspects of an audit assignment, to ensure that it is completed effectively, and that all work meets professional and quality standards.
- Carrying out the complex and specialised areas of an audit review.
- Engage closely with audit customers and colleagues to generate commitment to agreed goals.
- Being a 'critical friend' within key HMRC and cross-Government programmes to implement Government and HMRC strategy, including where required programme board membership and providing advice on risk, governance and control to the achievement of strategic objectives.
- Communicate using appropriate styles, methods and timing, to maximise understanding and impact.
- Providing professional consultancy/ad hoc advice on risk, governance, and control.
- Contributing to the development of the internal audit plan and processes.
- Acting as line manager to trainee auditors as the need arises.
- Role model enthusiasm and energy about their work and encourage others to do the same.

What makes a great Senior Internal Auditor?

We want to recruit enthusiastic individuals who are keen to improve public services. We need people who can bring practicality, pragmatism and customer focus to the technical elements of the review process. You need to be a strong influencer, a good communicator and be able to move easily between teammate and team leader as the situation requires.

If you are ready for a change and have an appetite for the breadth of work this role offers, we can help you build an outstanding career in internal audit and wider HMRC/Government. This role will provide you with work that is exciting, interesting and probably the most varied in government. This is an opportunity that will no doubt stand out on any CV.

What are we looking for?

We are looking for an Internal Auditor with a wide range of skills.

- A qualified Chartered Internal Auditor (CMIIA and CIA) or qualified Accountant (CCAB/CIMA) with a completed logbook, who has relevant post qualification experience.
- Experience of delivering internal audit reviews in a medium to large sized organisation.
- A strong analytical problem solver who provides solutions and works out what needs to be done and take pride in doing it to completion.
- An effective communicator both orally and verbally, supporting this with strong report writing skills, being able to communicate key messages clearly and succinctly to senior leaders.
- Excellent interpersonal and influencing skills, being able to relate to people at all levels in an organisation and to build and maintain respect both professionally and personally.
- An independent problem solver who can challenge the status quo, express their views and make decisions.
- Highly organised, with the ability to work on, and lead, multiple projects within timelines and with minimal direct supervision.
- A team player who can also exercise their initiative.
- Adaptable to shifts in business focus and customer needs.
- Able to demonstrate resilience and tact in the face of challenging circumstances.

What's it like being a Senior Auditor in HMRC?

Working at HMRC as a Senior Auditor gives you a different and more varied experience from that gained in other sectors. After working in the public sector as an external auditor for 11 years, I moved into internal audit within the NHS. I then felt I was ready for a new challenge joining HMRC in 2020 to develop further my internal audit skills.

Some of the benefits to working in HMRC include no two audits are the same and there is the opportunity to work flexibly with reduced travel while still being in a challenging environment. Since accepting the offer last year, I have not looked back.

It has been a learning curve to understand the complex systems used to perform different functions at HMRC and learning how different areas within the business interact but I am enjoying the challenge and building new relationships.

The most rewarding part of my job is knowing that I am making an impact to people out there who rely on the benefits managed by HMRC. It's great to be part of the team pushing to have these simplified and made more robust and helping to support the new and changing requirements of the business.



Our team is a good mix of people like myself who have been in the public sector and then moved to HMRC, alongside those who are new joiners from the private sector. Others within the team have a wealth of experience in HMRC and have worked in different areas before joining internal audit. A combination of all these backgrounds and experience helps to shape the ideas and future of our team.

If you are looking for a role that is flexible, promotes good work life balance, provides great support in time of crisis to ensure you are working safely; while still challenging you to keep on learning new ways of auditing with a good career progression; come join us – it's a fulfilling and rewarding opportunity for you.

Margot Scott

Senior Auditor

Investing in you

HMRC prides itself on our learning and development offers and the support we can provide as an organisation.

We're committed to investing in you and your development throughout your time at HMRC. From access to regular learning sessions and webinars from a range of cross-sector providers through to giving you all the tools and skills you need to do a brilliant job.

On top of this you'll have mentoring, help and assistance from your friendly colleagues.

Diversity, inclusion and equality

We want everyone to feel valued, supported and comfortable being their true self at work. We are proud to be a diverse and inclusive employer, supporting social mobility giving opportunities to people no matter what their background. That's why we have several staff diversity networks that cover race, disability, LGBTQ, gender and carers. You'll be able to join any of these networks when you join us and getting involved is easy.

When you join us you join a friendly and helpful community. We'll give you the support you need to grow in confidence, help you enjoy your time inside and outside the work place ensuring you have a good work-life balance. We believe that we are a great place to work.

For more information on our diversity networks see page 7 of the ["Your Little Extras and Big Benefits" booklet](#)



Further help with applying

There is further information on Civil Service careers that gives information and step-by-step guidance on applying for a role within HMRC and the Civil Service.

To access this information go to [How to apply on Civil Service Careers](#).

For more information around eligibility, health declarations, security and reasonable adjustments please visit [GOV.UK](#).

Following each stage of the application process, candidates will be notified of their outcome via email from Government Recruitment Service.

Reserve List

If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months. Future vacancies in the department requiring the same skills and experience could be offered to candidates on the reserve list without a new application. Being on a reserve list does not guarantee you a post, so we encourage you to apply for other roles that interest you.

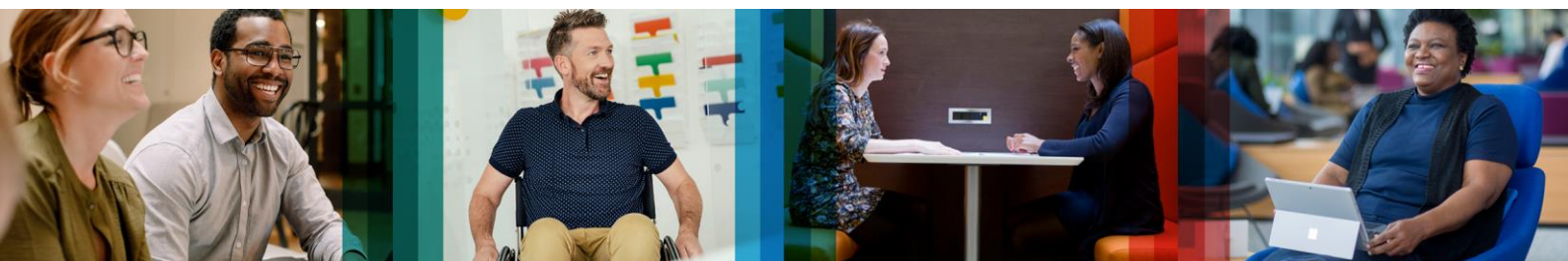
Security Clearance

Several checks will be carried out before an offer is confirmed. These will include, age, identity, nationality and immigration status, employment/education history, character and criminal convictions.

If you are successful, the following will also be required:

- HM Government Baseline Personnel Security Standard (BPSS basic security checks) - you may be required to obtain SC in future where the business requires it
- Disclosure and Barring Security (DBS) check

Failure to obtain the required security level will result in withdrawal of any job offer.



Frequently Asked Questions

If I am made an offer, will I serve a probation period?

Candidates new to the Civil Service will be required to serve a probationary period of six months. This period gives you the opportunity to demonstrate that you are suitable for the job and are able to achieve and maintain our expected standards of performance, attendance, conduct and behaviour. Your manager will guide and support you and provide encouragement to succeed. However, if your performance, attendance and conduct are not satisfactory throughout the probation period you may be dismissed. If you are transferring from another Government Department, the probation period you have already served will be considered.

Is the salary negotiable?

Full time non-Civil Servants will start at the minimum of the salary range. Civil Servants appointed on level transfer will normally retain their existing salary, but this is dependent on location and any other elements of existing salary. Civil Servants appointed on promotion will receive the salary range minimum or 10% uplift of existing salary (whichever is higher), subject to the range maximum.

How will I be contacted?

We will contact you by email, and via your Civil Service Jobs account. Please check all of your inboxes including your junk/spam folder. You will also need to frequently check your Civil Service Jobs account. We may also contact you by telephone using 03000 numbers, which will display as "Withheld".

Will I receive feedback on my application?

You will receive feedback following interview which can be accessed through your Civil Service Jobs account.

What benefits can you offer me?

We believe in ensuring the well-being of all our people, and that everyone has a good work-life balance. To help achieve this, we provide our people with a generous annual leave package, flexible working arrangements, competitive pensions, extensive career and personal development programmes. Plus much more, see our ["Your Little Extras and Big Benefits" booklet](#), or please visit [GOV.UK](https://www.gov.uk) for more details.

Need help?

If you have any questions please refer to the advert and candidate information pack. If it is not covered here then please get in touch with georgewearden@michaelpage.com or nicolahallworth@michaelpage.com at Michael Page.

If you are having issues or need support with your application please contact Michael Page recruitment agency as soon as possible:
georgewearden@michaelpage.com or nicolahallworth@michaelpage.com

Please note:

- if you have any queries about your application, you'll need to contact us before the application deadline;
- we can't accept late applications.

We wish you every success with your application,
Internal Audit Team



HM Revenue
& Customs

