

Experienced Auditor, Berkhamsted
37.5 hours per week – Monday – Friday

Job Purpose

Our auditing business is growing and changing, and we are looking for an experienced auditor to expand the skills base of our team. Our range of auditing services cover traditional analytical techniques, computer-assisted analysis and substantive work on circulation data; technical testing of online advertising measurement tools; and verification of compliance with codes of conduct on online advertising.

Key Responsibilities

- According to the needs of the business undertake a combination of:
 - Data audits - including but not limited to print and digital circulation claims of Newspapers & Magazines, Website traffic, Apps and Digital Publications.
 - Process audits - including but not limited to Brand Safety, Online Behavioural Advertising and Ad Fraud.
- Complete all audits to defined quality standards and time budget
- Maintain good internal communication with other ABC staff, ensuring there is a client-centred approach on all issues of importance
- Provide a professional level of service for clients, during the planning, conduct and completion of audits
- Contribute to the development of standards and audit methodologies
- Promote the benefits of ABC membership to clients and associates

Experience and qualifications

The role requires someone who has recent experience in a risk and systems based audit role.

Part-qualified in a relevant professional qualification (e.g. IIA, CCAB or equivalent) is desirable.

Key Competencies

- Audit skills – applies strong audit methodology with minimal supervision.
- Risks & controls – identifies key risks to a given audit process or client
- Analysis & evaluation – demonstrates a keen eye for detail but can analyse issues and reach high level conclusions
- Industry & business awareness – displays a sound basic knowledge of the ABC, its purposes, and the wider media industry
- Professionalism – takes clear ownership of work and completing it in a professional manner
- Influencing & persuading – balances tact and sensitivity and builds strong working relationships
- Planning & organising – demonstrates good time management, prioritising and self-scheduling skills
- Communication & reporting – articulates findings and recommendations clearly in person and in writing
- Teamwork – works effectively both independently and as part of audit teams
- Leadership – constructively challenges audit methodologies and working practices

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Additional information

- Position Reports to: Audit Manager.
- You would be based at our offices in Berkhamsted, but this role includes travel to work or meetings at clients' premises which might be outside of London, so a driving license is necessary.

Interested?

If you wish to apply for this position, please submit your CV, including a covering letter to:

Kerry Fogden
HR Manager
Audit Bureau of Circulations Ltd
Saxon House
211 High Street
Berkhamsted
Hertfordshire
HP4 1AD

or e-mail: careers@abc.org.uk



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