

# TRA ASSISTANT MANAGER

## Job description

Location:	London & South-East	Department:	Technology Risk
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### Overall job purpose

Assist in managing the Technology Risk Assurance (TRA) team in conjunction with Partners/Directors to ensure timely and accurate delivery of assignments at clients' sites.

### Responsibilities

- Lead TRA team's and individuals to ensure effective delivery of TRA services,
- Manage agreed client portfolio for the regional area
- Perform more complex TRA assignments
- Draft progress papers for audit committees prior to Director / Partner sign off
- Approve, and if necessary prepare the initial draft client audit strategy and annual audit programme for each client, supported by a fully costed service delivery proposal
- Represent the Firm in TRA matters as required, including attendance at client meetings and audit committees
- Draft proposals or assist as part of team that prepares tenders and presents these as part of business development
- Control and manage the delivery of the assignment, to ensure that the work is completed to time and budget, providing solutions on any issues as appropriate to the Director / Partner
- Ensure the effective planning and utilisation of team members in line with the approved budgets
- Monitor the effectiveness and quality of audit work through undertaking effective manager/senior manager review of the work
- Engage with the client billing in accordance with the Firm's billing timescales
- Monitor target recoveries and work with the Director / Partner in line with the approved budget to ensure that these are achieved and to assist in the maintenance of the contract monitoring system for those clients
- Develops and retains talented people through strong leadership and coaching/mentoring relationships
- Build relationships with clients and identify/act upon all potential additional work opportunities at existing clients or new work at potential clients

### Personal and professional qualities

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- Professionally qualified – e.g. CISA, or other specialist skills/qualifications (PRINCE 2, CISM, CISSP, QSA etc.)
  - Relevant experience within IT Audit
  - Demonstrates expertise in a specialist field
  - Driving licence (clean) / access to a car is essential as national travel may be required
  - Effective use of IT including excel, audit and accounts packages, outlook
  - Excellent technical knowledge on both the internal audit process and relevant sector issues

#### Requirements for the role

- Takes responsibility for work tasks and quality, managing own workload and deadlines under supervision
- Shows enthusiasm and commitment to undertaking tasks as required and in particular in seeing tasks through to completion
- Confident and excellent written and oral communication skills
- Demonstrates active listening skills and undertakes timely action where appropriate
- Excellent presentation skills
- Able to organise and manage time efficiently and effectively whilst being flexible
- Considers development of specialist areas of knowledge
- Able to work autonomously / pro-actively