

## Job Advertisement

<b>Job title:</b>	Head of Internal Audit
<b>Department:</b>	CEO Office
<b>Reporting to:</b>	Chairperson of PMVT Finance Audit & Risk Committee with an indirect reporting relationship to the CEO
<b>Salary:</b>	starting point on scale €79,894 – €96,658
<b>Hours:</b>	Full-Time
<b>Contract type:</b>	Permanent
<b>Location:</b>	Dublin

### About Us

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

In 2025, the charity worked with over 12,000 people. Our vision is an Ireland that supports all those on the margins and upholds their rights to full inclusion on the society.

### Purpose of the Job

The Head of Internal Audit function is a standalone position and operates as part of a wider Senior Management Team [SMT] and provides both pro-active advice and guidance and reactive support to the SMT members to address immediate needs as well as longer term best practice development.

The role of Head of Internal Audit covers all PMVT departments and functions and compliments the work of the external Auditor.

The Head of Internal Audit is responsible for:

## Job Advertisement

- Planning, executing and reporting on operational, financial, regulatory and compliance related audits/reviews of Peter McVerry Trust by evaluating and providing assurance that risk management, internal controls, financial reporting and governance processes are functioning as intended and which enable PMVT to deliver on its mission, meet its objectives and comply with relevant legislation and best practice.
- Conducting independent appraisals of the effectiveness of the policies, procedures and standards by which the organisation's financial, physical and information resources are managed.

A secondary role is to provide advice on internal controls to the CEO and the PMVT Board of Trustees, including responding to questions on risk management techniques to assist them in the effective discharge of their duties.

### Guidance and Authority

The job holder will report to the Chairperson of the Finance Audit & Risk Committee with an indirect reporting relationship to the CEO.

The Head of Internal Audit reports independently of the Board of Trustees to the Finance, Audit & Risk Committee and its chair. The Finance, Audit & Risk Committee sets policy, strategy and direction for the Internal Audit function.

This role is key to highlighting breaches of financial policy and procedures, legislation regarding the tax code and other relevant legislation throughout PMVT and ensuring these breaches are remedied going forward.

Special work can be undertaken on request from the PMVT Board or the CEO where there are serious breaches of financial policies and procedures and/or suspected fraud.

The nature of matters referred upwards are those

- That are of significant breach of the organisation's financial policies and procedures.
- Exposes PMVT generally to unacceptable risk - financial or reputational.
- Any issue which requires escalation to bring it to a satisfactory conclusion.

## Job Advertisement

The post holder is expected to operate with considerable autonomy. The nature of matters referred upwards are those:

- Where significant resistance is experienced in the development of good practice and implementation of policy or recommendations.
- Where practice or proposed practice places stakeholders in a position of risk e.g. a child, a vulnerable adult, staff, the reputation of PMVT
- Where a decision will have a significant impact on the workload of others or a requirement for a change in other functional areas policies and procedures etc.

### Principal Accountabilities

ACCOUNTABILITIES	HOW ACHIEVED
<p><b>1. Deliver the Internal Audit function:</b> this will include the preparation of audit plans, scheduling and assigning of the workplan and estimating resource needs.</p> <p>Deliver strategic and operational risk-based audits, consultancy work, and other reviews of PMVT operations/services including its governance, risk management and control framework.</p>	<ul style="list-style-type: none"> <li>• Execute a wide range of audits and reviews.</li> <li>• Visit on a sample basis a number of services per annum.</li> <li>• Reporting of serious matters discovered to Audit Committee for consideration and build into ongoing review of policies and procedures.</li> </ul>

## Job Advertisement

<p><b>2.</b> Undertake detailed and complex audit tests, ensuring that results and conclusions are communicated to the CEO in a clear, concise and jargon-free manner.</p>	<ul style="list-style-type: none"> <li>• Ensure audits are appropriately staffed. This will include ensuring that staff and those who carry out audits adequately plan, control and record their work as well as engaging consultant auditors for technical assignments.</li> </ul>
<p><b>3.</b> Ensure that internal audit files and working papers are kept up-to-date at all times, and that the CEO is kept abreast of issues and recommendations throughout the audit review.</p>	<ul style="list-style-type: none"> <li>• Work closely with entities being audited and relevant line managers to ensure that they understand audit issues and findings; that improvement commitments are made, and, that their implementation is monitored.</li> </ul>
<p><b>4.</b> Take ownership of audit planning, multiple audit project management, and maximising efficiency at all times.</p>	<ul style="list-style-type: none"> <li>• Responsible for identifying key audit deadlines, including those for fieldwork, reporting, feedback and Finance, Audit and Risk Committee.</li> </ul>
<p><b>5.</b> Maintain a current awareness of external environments and the impact on existing functional processes.</p>	<ul style="list-style-type: none"> <li>• Keep up to date with legislation, best practice and regulations governing the Charity sector and relevant practices.</li> </ul>
<p><b>6.</b> Develop the annual general audit plan for review and approval by the Finance, Audit and Risk Committee.</p>	<ul style="list-style-type: none"> <li>• Complete the general audit plan taking into consideration external audits and available resources.</li> <li>• Complete in a timely manner to allow the Finance, Audit and Risk Committee to review and approve / amend as required.</li> </ul>
<p><b>7.</b> Ensure that all audit work is 'value adding'.</p>	<ul style="list-style-type: none"> <li>• Provide the Senior Management Team with proposals and thought-leadership ideas to assist in driving efficiency and change throughout the business.</li> </ul>

## Job Advertisement

<p><b>8.</b> Conduct any reviews or tasks requested by the Board of Trustees, the Finance, Audit and Risk Committee, or the CEO provided that such reviews and tasks do not compromise the independence or objectivity of the internal audit function.</p>	<ul style="list-style-type: none"> <li>• Provide an independent, objective assurance and consulting service to governance and management.</li> </ul>
<p><b>9.</b> Lead / provide input / support the investigation of an allegation of fraud reported within the organisation.</p>	<ul style="list-style-type: none"> <li>• Maintain independence, objectivity and confidentiality when conducting investigations.</li> <li>• Ensure all relevant parties are kept up to date as to on-going investigations and legal action taken.</li> </ul>
<p><b>10.</b> Organisational Audit.</p>	<ul style="list-style-type: none"> <li>• Review the reports from services regarding the internal checklists to pick up on any control issues of concern to Internal Audit and the Finance, Audit &amp; Risk Committee</li> </ul>
<p><b>11.</b> Policies &amp; procedures.</p>	<ul style="list-style-type: none"> <li>• Support update when required</li> </ul>

### Challenges

- There are a number of challenges in this role, largely determined by the scale and complexity of the work which PMVT is involved in.
- Acceptance of the dynamic of a complex organisation and an understanding of how this both contributes to and constrains the work.
- Influencing others not under direct authority.

# Job Advertisement

## Experience required

### EDUCATION

- Degree in Accounting, Finance, Business Administration, Public Administration, or a related field.
- Professional Accounting Qualification ACA, ACCA, CPA or CIMA
- Member of recognised body of accountants i.e. the Institute of Internal Auditors – UK and Ireland (IIAIA Certified Internal Auditor)
- Certified Internal Auditor

### KNOWLEDGE

- Accounting Standards and generally accepted accounting principles
- Statement of Recommended Practice for Charities
- Charities legislation
- Auditing techniques and procedures

### EXPERIENCE

- Five years progressively responsible experience in performance auditing in one or more of the following fields:
  - Financial / Operational Auditing
  - External Auditing
  - Information Systems Auditing
- At least three years of experience planning and directing audits.
- Thorough understanding of the principles and application of good corporate governance, business and operational risk and control processes and procedures
- Thorough knowledge of audit procedures, including risk driven audit planning techniques and methods used to examine, verify, and analyse business and financial operations, information, records, statements, and reports, and the requirements of the Standards for the Professional Practice of Internal Auditing.
- Basic knowledge of modern human resource management principles and practice.

## Job Advertisement

- Ability to gain the confidence and respect of management and staff through attributes such as professionalism and positive attitude.
- Basic knowledge of the principles of computer technology and systems analysis.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to gather, analyse, and evaluate facts, and prepare and present concise oral and written reports.
- Ability to motivate staff through proper direction and counselling.
- Ability to establish and maintain effective working relationships across the organisation

### SKILLS

- Demonstrate resilience and persistence in the face of barriers
- An ability to analyse complex organisational issues & propose imaginative solutions
- Skill in the professional supervision of professional, technical, and administrative personnel.
- Analytical skills, detail-oriented, customer driven and learning agile.
- Influencing skills
- Excellent problem-solving skills
- Passion for results (including decisiveness and sense of urgency)
- Excellent PC (MS Office, Excel and PowerPoint) experience with a CRM system is desirable.
- Ability to work on own initiative
- Ability to work as part of a team outside of functional area
- Ability to work to tight deadlines and prioritise work
- Excellent verbal, written and communication skills

### Other Requirements

- Full clean driver's license with own car/ access to a car.
- The person must also demonstrate the following personal attributes:
- be honest and trustworthy
- be respectful

## Job Advertisement

- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

### Other information

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such change.

The job holder will be expected to travel to PMVT services and undertake some evening work if required as part of any audit.

- Confidentiality: It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- Equal Opportunities: To implement Equal Opportunities into your daily practice at all times
- Health and Safety: To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.
- Child Protection: Follow all child protection legislation, regulations, and guidelines including the PMVT Child Protection and Safeguarding Policy.

### How to apply

To apply, please download the application form available at [pmvtrust.ie/careers](http://pmvtrust.ie/careers) and return to [recruitment@pmvtrust.ie](mailto:recruitment@pmvtrust.ie).

Peter McVerry Trust is an Equal Opportunity Employer.

Registration Number 412953 | Charity Number CHY7256