

## SENIOR INTERNAL AUDITOR

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| <b>Location:</b> Pimlico, with blended working<br>(Expectation to travel to other locations as the role requires)  | <b>Profession:</b> Core Finance   |
| <b>Reports to:</b> Internal Audit Manager  | <b>Specialism:</b> Internal Audit   |
| <b>People Management:</b> No<br><b>Assignment Management:</b> No   |   |
| <b>Job description (critical purpose)</b> <p>As a Senior Internal Auditor you will provide independent objective assurance to the Audit &amp; Risk Committee through the delivery of Internal Audits.</p> <p>You will support the Partnership to accomplish its objectives by bringing a systematic approach to evaluate and improve the effectiveness of risk management, control and governance processes through assurance and advisory reviews designed to protect assets, add value, and improve the Partnership's operations.</p> <p>You will support the delivery of audits, working with stakeholders from across the Partnership. You will support the planning and execution of audits within the internal audit plan and perform internal audit testing to the highest standard across all areas of the Partnership and facilitate the closure of audit reports.</p> <p>You will act with an independent mind and demonstrate an ability to draw objective, logical and fit for purpose conclusions and support research and improvement initiatives to identify and understand changes in the internal and external risk profile.</p> <p>You will be responsible for drafting high quality, clear and concise audit reports and participate in improvements to the department's auditing practices, methods, procedures and documentation.</p> <p><i>Through your Profession you will have the opportunity to develop and stretch personally and professionally to achieve your potential.</i></p> <p><i>The Partnership supports agile and flexible working practices, such as when, where and how we work. We have several different ways to work flexibly, including part-time, flexible or compressed hours, and job sharing. Head office areas also support a blended working approach.</i></p> <p><i>We celebrate diversity and inclusion in the John Lewis Partnership and we are committed to becoming the UK's most inclusive business, reflecting and connecting with the diverse communities that we serve.</i></p> |   |
| <b>Primary Outcomes &amp; Accountabilities</b> <p><i>Act in accordance with the Partnership's purpose and democratic principles, constructively participating in co-ownership, and demonstrating to customers and each other that it is a better way of doing business. Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently.</i></p> <p><i>Invest in your personal and professional development to achieve your potential, by doing more, doing better, or doing different. Continuously engage with and actively contribute to your Profession</i></p> <p><i>Take responsibility for actively engaging with change</i></p>  | <b>Measures of success</b> <ul style="list-style-type: none"><li>● Engagement in democratic process</li><li>● Personal PDP in place with stretching objectives.</li></ul> |

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| <ul style="list-style-type: none"><li>• Provide independent objective assurance to the Audit &amp; Risk Committee through the delivery of Internal Audits.</li><li>• Lead and / or support delivery of high quality, clear and concise audit reports to support the delivery of Internal Audit's plan.</li><li>• Support the design of improvements to Internal Audit's auditing practices, methods, procedures, documentation and quality.</li><li>• Act with an independent mind and demonstrate an ability to draw objective, logical and fit for purpose conclusions.</li></ul> | <ul style="list-style-type: none"><li>• Feedback will be sought from senior leadership across the Partnership, including the Executive Team, their Leadership teams, Audit &amp; Risk Committee and Partnership Board as required.</li><li>• Audit &amp; Risk Committee and Partnership Board feedback on the quality of audits completed and effectiveness of assurance delivered.</li><li>• Positive influence on outcomes</li></ul> |
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| Skills                   |  |
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| Internal Auditing        | Technical auditing and assurance provision / skills. Understands and demonstrates IIA standards and requirements in the delivery of their work.  |
| Critical Thinking        | Interprets evidence and information to develop well reasoned arguments for thinking and can readily draw on evidence to justify a chosen course of action. Acts with an independent mind and demonstrates an ability to draw objective, logical and fit for purpose conclusions.   |
| Data Synthesis           | Can think clearly when presented with multiple pieces of information and gets to the nub of an issue in order to make a well informed judgement.   |
| Commercial Understanding | Demonstrates an understanding of omnichannel Retail. This includes knowledge of our competitors and the wider social, political and economic factors which impact our business. Understands the Partnership business model and uses this understanding to make well informed recommendations that support key business objectives. |
| Stakeholder management   | Able to have challenging and brave conversations with stakeholders in a clear and constructive manner. Builds relationships with leaders across the Partnership.   |

| Qualifications & Experience   |
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| <b>Essential</b><br><br>Experience of delivering audits, supporting the development of audit scoping documents, identifying key risks and controls and building testing programmes.<br><br>Relevant qualification aligned to a specialism i.e. <ul style="list-style-type: none"><li>• Professional accountancy qualification</li><li>• Chartered Internal Audit qualification</li><li>• COBIT / ITIL / PRINCE2/ CISA / MSP</li></ul> |
| <b>Desirable</b><br><br>Experience of large scale multi-site and/or omnichannel retailing or FMCG.<br><br>Practical application in using data analytics in conducting audits  |

| <i>Version</i> | <i>Created/updated by</i> | <i>Date</i> |
|----------------|---------------------------|-------------|
| 0.5            | Paul Chapman              | 11/06/25    |

APPENDIX DOCUMENT: **INTERNAL USE REQUIREMENTS ONLY** for People teams

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| <b>Partnership Level: 7</b>                  |
| <b>Manager's Partnership level: 6</b>        |
| <b>Job Family Group:</b>                     |
| <b>Job Family:</b>                           |
| <b>Pay range/Compensation Grade Profile:</b> |

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| <b>Vetting required? (Yes or No)</b> <ul style="list-style-type: none"><li>• Yes</li></ul> |
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