Chartered Institute of Internal Auditors

Director of Finance and Operations

Recruitment pack
2026

Welcome from Anne Kiem , Chief Executive

Dear candidate,

Thank you for your interest in becoming our Director of Finance and Operations.

Our members are at the centre of our work. They look to us for learning, technical guidance, qualifications, quality assurance, events, advocacy and connection with others in the profession. That responsibility matters. Internal audit has an important role to play in good governance, organisational learning and public trust, and we want Chartered IIA to be the best possible resource for those who do this work.

We are not-for-profit and have made good progress. We have strengthened our financial position, launched a new brand, website and CRM system, and supported the profession through new global standards and the Internal Audit Code of Practice. We have also seen membership grow, alongside strong engagement with our conferences, forums and quality services.

We now want to build on that progress by strengthening how we work internally. We are reshaping the organisation around a more member-first approach, with clearer support for the teams that deliver membership services, learning, knowledge and professional development. That means improving our systems, our use of data and technology, our planning, our decision-making and the way teams work together.

This new Director of Finance and Operations role is central to that work. You will lead the internal enabling directorate, bringing together finance, people, governance, technology, facilities, communications and project delivery. The role will help us create stronger foundations for the organisation, so our colleagues can do their best work and our members experience a service that is responsive, joined up and easy to access.

Finance will be a key part of your remit, and we need someone who can help us remain financially resilient and make sound decisions about investment, risk and sustainability. We also need broader operational leadership. You will help build confidence in our data, strengthen how projects are delivered, support our transition to outsourced HR provision, and help colleagues work with clearer ownership and shared standards.

We are looking for someone who combines professional rigour with thoughtful leadership. You will be comfortable working through change, asking good questions, listening carefully and setting clear expectations. You will bring experience of leading teams and services, and the judgement to build trust with colleagues, Council and senior leaders.

If you are motivated by the opportunity to strengthen a professional body with a clear public role, I hope you will consider applying.

We would be very pleased to hear from you.

Anne Kiem, OBE
Chief Executive
Chartered Institute of Internal Auditors (Chartered IIA)

About Chartered IIA

The Chartered Institute of Internal Auditors is the professional body dedicated to internal auditors in the UK and Ireland. Since 1948, we have championed and supported the vital work of internal auditors across organisations of every size and sector.

We support more than 10,000 members through learning, qualifications, technical guidance, events, advocacy, quality assurance and professional networks. Our role is to help internal auditors develop their skills, uphold high standards and show the value that internal audit brings to organisations and society. We are the only professional body dedicated exclusively to internal audit in the UK and Ireland. We are part of a Global network of Institutes of Internal Audit and are the ones with a Royal Charter and the authority to award chartered status.

Why we're here

Our purpose is to champion and lead the internal audit profession.

Internal audit plays an important role in good governance, organisational learning, assurance and public trust. We help our members navigate changing expectations, develop their practice and demonstrate the contribution internal audit makes to stronger organisations.

We work for the benefit of our members, the organisations they serve and the wider profession. Our Royal Charter means we also have a duty to benefit society. That means providing high-quality learning and guidance, creating space for members to connect and share ideas, and advocating for the value of internal audit with employers, regulators, policymakers and other stakeholders.

What we work hard to do

- **Nurturing talent** | We support people at different stages of their internal audit careers, from those entering the profession to experienced practitioners seeking chartered status. Our certifications, designations and learning programmes help members build confidence, capability and professional recognition.

- **Leading in learning** | We provide knowledge, insight and training that helps members respond to new standards, emerging risks and changing expectations. This includes qualifications, technical content, research, webinars, events and specialist guidance.

- **Championing internal auditing** | We advocate for the profession and help others understand the value internal audit brings. We work to ensure internal audit is recognised as an essential part of strong governance, organisational resilience and better decision-making.

- **Building long-lasting partnerships** | We work with members, employers, volunteers, partners and stakeholders to strengthen the profession. Our aim is to provide the infrastructure, insight and support members need, while encouraging collaboration across the internal audit community.

Our Royal Charter

Chartered IIA was granted a Royal Charter in 2010. Royal Charters are normally reserved for bodies that work in the public interest and can demonstrate pre-eminence, stability and permanence in their field. Our Charter gives us the authority to award individual chartered designations, including Chartered Internal Auditor status. This is a significant distinction for the Institute and for the profession we represent.

Strategic objectives

We pursue our purpose through four strategic objectives.

- **Develop our members** | We want members to have access to high-quality programmes that develop their skills and competencies, whatever their background, experience or stage of career.

- **Support our members** | We create opportunities for members to learn from each other, build networks and access trusted guidance. This includes events, forums, communities, training and quality assurance services.

- **Advocate for our members** | We help stakeholders understand the role and value of internal audit. This includes working with audit committees, senior leaders, regulators, policymakers and the public to promote the contribution internal audit makes to better organisations.

- **Build resilience** | We need the right resources, systems and people to serve our members well. This means managing our finances prudently, investing in our staff and strengthening the infrastructure that supports our work.

Our UK, Ireland and global role

Chartered IIA is the UK and Ireland affiliate of the Institute of Internal Auditors, the global professional body for internal audit. Through this affiliation, our members are part of an international community of more than 245,000 internal audit professionals in over 120 countries.

We also operate a small Irish subsidiary, which mainly focuses on delivering an annual Ireland Conference. This reflects our long-standing commitment to supporting internal auditors across both jurisdictions.

For the Director of Finance and Operations, this means joining an organisation rooted in the UK and Ireland, connected to a global profession, and responsible for maintaining strong financial, governance and compliance arrangements across a small but important group structure.

Our values

We want to create a positive and supportive environment for our staff, members and stakeholders. Our values guide how we work and how we serve the profession.

- **Integrity** | We act honestly, consistently and fairly. We do the right thing, even when it is difficult, and we are transparent and accountable for our actions.
- **Respect** | We value the worth and dignity of others. We listen with an open mind, consider different perspectives and treat people with courtesy.
- **Member-focused** | We put members at the centre of our work. We listen to their needs, respond to their concerns and aim to provide the best possible service.
- **Professional** | We set high standards for ourselves and our work. We aim to be knowledgeable, competent and reliable, and to deliver on our commitments.

Learn more about us here:

- Our website
- Annual Report 2024 25
- Organogram

Job Description

Job title: Director of Finance and Operations

Reports to: Chief Executive Officer

Business Unit: Finance & Operations | Responsible for 14 staff, 6 of which are direct line reports

Location: Hybrid / London - minimum two days per week in the London office
(Alliance House, Caxton Street, London SW1H 0QS)

Type: Permanent contract, Full time *(four days per week considered)*

Salary: £130,000 - £150,000, depending on proven experience

Benefits: Ŕĕĕ-€ĕļôẅ

Main Purpose of the role

This is a new role to provide leadership across the Chartered IIA on strategic financial planning and analysis, people, technology, facilities, communications, governance and project management. You will work closely with the Chief Executive and directors to ensure all aspects of operations are effective and efficient, that they role-model our desired culture of good work, ownership and collaboration, and that they are designed and run to support the long-term sustainability of the Institute. You will be a member of the Senior Leadership Team and will attend the Council and relevant sub-committees.

This role works directly with the Chief Executive and offers an exciting opportunity to shape the long-term health and growth of the Chartered IIA at a time of change.

Principal Accountabilities	How they are achieved
Financial Management and Planning	Provide financial information and accounting services which enables the planning and control of our work, which meets legal and tax requirements. This will include financial accounting, management accounting, forecasting, budgeting and control systems. Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management of the organisation and the safeguarding of assets, including effective business and financial forecasting, management information and reporting to Council. Manage the annual business planning process and provide assurance on the key assumptions included in the annual budget proposals. Prepare year-end statutory financial statements, liaising with external auditors. Plan and effectively manage tax liabilities, including the likely tax impact of contemplated courses of action. Develop and maintain appropriate cash management and investment activities. Our current turnover is approximately £7m.
People	Oversee the outsourced HR function along with the inhouse HR administrator in developing a comprehensive people strategy and plan, articulating and delivering the value proposition for existing and potential employees to become an employer of choice. This includes overseeing the development of existing and new colleagues and ensuring our values are relevant and reflected in behaviours of a member-first institute.
Data, technology and innovation	Oversee the ongoing development and implementation of a comprehensive data and technology strategy, harnessing innovation and appropriate AI to improve effectiveness and efficiency. This goes beyond financial systems, to how we use technology in our core activities. This will involve maintaining partnerships to support this work. Drive the use of data analytics to inform our decision making and understanding of our members. You do not need to be a technology expert yourself but certainly interested in and excited by the potential that new technology brings and with the vision and drive to harness innovation. Ensure our IT infrastructure is fit for purpose, with effective cyber and data security safeguards in place.

Privacy & Data Protection	Act as the internal Lead on all matters relating to compliance with data protection laws liaising with the DPO.
Facilities	Ensure we have appropriate and affordable premises for staff to work in and that all equipment is fit for purpose.
Governance	Manage the work of the Committees Secretary & EA to the SLT, whose role is to manage the running of the Chartered IIA's Governance and being the central point of contact for office bearers and volunteer leaders on all governance matters. They will facilitate the smooth running of the Chartered IIA decision making and reporting processes.
Communications	Provide effective leadership and oversight of the communications and marketing function, creating the conditions for the team to deliver high-quality, responsive and professional services that enable other directorates to achieve their strategic and operational objectives.
Project Management	Develop internal project management capability to ensure all projects are carried out efficiently, with the right level of oversight and agreed outcomes.
Staff Engagement	Manage your own team to deliver the strategic objectives of the Chartered IIA as determined by the Council. Ensure they understand their roles and are motivated and developed.
SLT membership	Work with the Senior Leadership Team and Council to develop and deliver the Chartered IIA's vision and strategy.

Environment and Challenges of the role

The is a new role bringing together parts of the organisation that have been in different teams, as well as creating some new roles. The postholder must be able to build and motivate a new team by having excellent change management skills. The postholder will need to be very articulate and be able to communicate with their team, the wider organisation and Council.

Benefits

- Group Personal Pension Scheme - A contributory pension is available where the employee contributes at least 4% and the Chartered IIA matches contributions up to a maximum of 7.5%. New employees will be auto enrolled into the scheme following 3 months of continuous employment and will then be given the opportunity to opt-out.
- Group Permanent Health Insurance Scheme
- Employee Assistance Programme
- Cycle to Work Scheme
- Smart Health (access to GPs and second medical opinions 24/7)
- Free Eye Tests
- 25 days paid annual leave in addition to bank holidays and discretionary office closure over the Christmas period
- Training and Development
- Payment of Professional Subscriptions relevant to job role

Person specification

Essential experience, knowledge and skills

- Proven experience in a senior financial leadership role, providing strategic direction, leading long-term financial planning and analysis, and with evidence of securing financial resilience and sustainability.
- Experience in leading and developing most, if not all, of the range of corporate services covered by this role. This should include, in particular, an enthusiasm for harnessing new technology to improve efficiency and effectiveness across an organisation, not just in finance.
- Proven experience of transformation and managing change, ensuring projects are not only completed on time, but embedded and achieve their objectives.
- A values-driven leader of people, who delegates effectively and who motivates and develops individuals and teams, nurturing a positive and cohesive team spirit.
- A combination of strategic thinking with good attention to detail, along with strong problem-solving and analytical skills cutting through complexity.
- A completer-finisher, highly self-motivated and organised, able to plan and execute work without direction and deliver at pace.
- Strong interpersonal skills, building and maintaining relationships, showing sensitivity to different nationalities and cultures.
- Strong written and oral communication skills, with experience of preparing succinct, clear papers and presentations for a range of audiences.
- A relevant and current professional finance qualification, e.g. ACA, ACCA, CIMA, CIPFA.

Desirable

- Some experience of working within a charity or not-for-profit context would be helpful, although we will consider candidates from other sectors, with the ability to get up to speed quickly in this context.
- A familiarity with the role of internal audit would be an advantage but is not a requirement.

How to apply

Peridot Partners is supporting the **Chartered IIA** on this recruitment campaign. We are an executive search business transforming leadership and inspiring change with organisations that have a social purpose.

For details of how to formally apply and to view the recruitment timeline, please visit:

www.peridotpartners.co.uk/jobs/director-of-finance-and-operations-chartered-institute-of-internal-auditors/

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