



## Internal Audit

### Background

The College's internal audit function is provided by KCG, an established and innovative service provider of internal audit, risk management and governance services that offers high quality professional service and value for Higher Education Institutions (HEIs) in London and the South East. KCG is a Consortium of HEIs the 2011 (nc)aso(CG)-11 (o)1.779 (e)1.7857 (u)4.166 (i)1.049.18 Tc 17.4 0 Td(es)

The KGC Internal Audit Team for the College is:

 <p><b>Alan Lees BA FCA - Managing Director</b> Overall quality assurance. Attendance at Audit Committee meetings and other groups as necessary. Review of Internal Audit plans.</p> <p><b>M</b> 07836 271313 <b>E</b> <a href="mailto:a.lees@kcgaudit.co.uk">a.lees@kcgaudit.co.uk</a></p>	 <p><b>Nick Avery MA FCCA – Director and Head of Internal Audit</b></p> <p>Attendance at Audit Committee meetings and other groups as necessary. Preparation of Internal Audit Plans and Annual Internal Audit Report. Planning and liaison with the Deputy Director and Senior Management Team. Review of assignment Terms of Reference and work programmes. Delivery of specialist non-core process assignments and other specialist assignments. Attendance at relevant closure meetings with institutional senior management. Review of audit files. Preparation/review of draft reports. Issue of final reports.</p> <p><b>M</b> 07969 835918 <b>E</b> <a href="mailto:n.avery@kcgaudit.co.uk">n.avery@kcgaudit.co.uk</a></p>
 <p><b>David Jordan MA CISA – Assistant Director, IT Assurance</b> Delivery of IT assurance and other systems reviews as and when required.</p> <p><b>M</b> 07743 479243 <b>E</b> <a href="mailto:d.jordan@kcgaudit.co.uk">d.jordan@kcgaudit.co.uk</a></p>	 <p><b>Jayani Jayasinghe CA – Audit Consultant</b> Preparation of assignment Terms of Reference and audit programmes. Delivery of core process assignments. Preparation of draft audit reports. Attendance at closure meetings with institutional senior management.</p> <p><b>M</b> 07527 188342 <b>E</b> <a href="mailto:j.jayasinghe@kcgaudit.co.uk">j.jayasinghe@kcgaudit.co.uk</a></p>

The KGC Internal Audit team will maintain a presence at the College throughout the year. Please feel free to give us a call if you want to ask any questions, or require any further information. Alternatively visit our website at [www.kcgaudit.co.uk](http://www.kcgaudit.co.uk) where we have more detailed information about the Consortium, its members and the services we offer.

### **Our approach**

KGC utilises a risk based approach in carrying out its work. As a minimum, we are required to comply with HEFCE direction regarding internal audit in the HE sector. In addition however, we also take a broader view of the big issues that impact on the College. We will focus on the College's most significant risks that could prevent the College from achieving its strategic priorities and objectives and provide an independent, objective and robust opinion as to whether College management are addressing these risks properly and whether it has effective risk management strategies, corporate governance structures and procedures in place to help it do so. This approach offers the benefit of aligning the development of our Internal Audit programme at the College with the continuing development of the College's own risk management processes and risk registers.

## Working with the College

KCG Internal Audit operates as an in-house function and is committed to providing a high quality service to all areas of the College. Delivery of this commitment depends upon a relationship that recognises the responsibilities of both KCG Internal Audit and those who use our service. In practice this means:

<b>We Will</b>	<b>We Need</b>
<p data-bbox="199 454 319 488"><b>Planning</b></p> <p data-bbox="199 504 793 656">Contact the responsible or nominated College officer(s) to agree the most appropriate timing for individual audit assignments to take place. We aim to agree timings before the start of each term.</p> <p data-bbox="199 672 793 824">Produce Terms of Reference and scope that are agreed with you. The Terms of Reference will reflect the key issues of financial and operational risk for your area that is being reviewed.</p>	<p data-bbox="833 504 1391 719">A response to the request for the appropriate timing of the audit. This will help us ensure that our work is carried out at a convenient time of the year for you and your area. This will also help us coordinate our work with other review agencies inside and outside of the College.</p> <p data-bbox="833 734 1391 797">You to make some time available to help us plan and scope the audit assignment.</p>

**Reporting**

Produce balanced and practical audit reports with recommendations that are practical, supported and justified within the report. We will also ensure that anything we recommend

Report to you in a timely manner.

Respect the need for privacy or confidentiality. Provide you with an opinion that gives assurance or otherwise on the areas that have been reviewed.

fundamental recommendations) to each meeting of the College s Audit Committee.

A timely response to our draft audit report so that it can be progressed to the stage of an agreed final report as quickly as possible. We usually ask that you respond to us within ten working days of the draft being received.

You to complete the action plan produced as part of the draft report and identify any nominated officers with practical and reasonable time scales for implementation of recommendations.

You to complete our Quality Assurance Questionnaire that is dispatched along with the final report. We use this as a basis for identifying improvements to our service and for reporting upon our performance to the Audit Committee