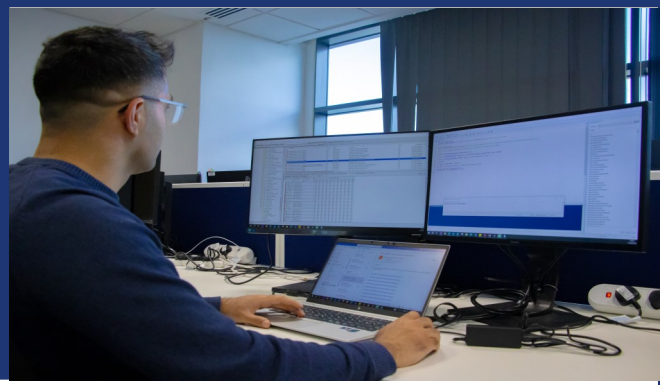


Vacancy:

Audit Co-ordinator

Location:

Coleshill B46



What is HS2?

HS2 is a brand new, low carbon high-speed railway critical in supporting the UK's economic growth and tackling climate change. It will provide much-needed rail capacity and is integral to increased economic growth – helping to improve connectivity, create jobs and support the UK economy. Construction of HS2 is underway and the project is already supporting thousands of jobs and businesses around the country.

Role Purpose:

As an Audit Co-Ordinator you will support the co-ordination, submission, compliance and management of assurance activities and the resolution of assurance related issues.

Accountabilities

There will be a wide range of duties including:

- Maintaining the Integrated Audit Programme and submit it for management acceptance at agreed timescales.
- Utilising systems and processes for the administration and control of Audit information.
- Attending Audit meetings, taking minutes and following up actions through to closure.
- Organising Audit planning meetings and corrective action workshops.
- Arranging travel and accommodation for the Audit team.
- Reviewing subcontractors and other suppliers' assurance and providing analysis of results.
- Reporting against Audit performance KPI's and submitting causes of failure to the Quality Management team.

Skills/Experience

The following experience is required:

- Proficient in Microsoft Office including Excel and Word.
- Confident in working with Senior Management and able to challenge existing ways of working to support business improvement.
- Ability to gather, analyse and evaluate facts.
- Strong interpersonal and communication skills.



TO APPLY:

Candidates must register their interest using the link below:

<https://forms.office.com/e/pk4aWbEeCH>



Balfour Beatty



Working in
partnership with

HS2