

# Finance Analyst - Audit Coordinator

Line manager: Group Reporting Manager  
Grade (if applicable): 3  
Direct reports: N/A



## Role purpose:

This role sits within the Group Financial Control team at Peabody and will support the audit process by organizing audit engagements, facilitating communication between stakeholders, and ensuring compliance with relevant regulations. The ideal candidate will exhibit strong organisational skills, attention to detail, and the ability to collaborate effectively with various teams.

## Key Results:

- Facilitate effective communication between auditors, management, and staff.
- Serve as the primary contact for audit inquiries.
- Maintain comprehensive audit files, including documentation of findings, evidence, and reports.
- Ensure timely completion of all required audit documentation.
- Provide logistical support, such as organising meetings and collecting necessary information.
- Providing regular updates on audit progress.
- Assist in developing and implementing the annual audit timetable with inputs from all key stakeholders.
- Pre-empting audit process roadblocks and providing solutions.
- Tracking and reporting on status of follow-up actions from audit findings.
- Collaborating with finance colleagues to improve the audit process.
- Acting as a key member of the Group Reporting team, supporting and helping team members in the delivery of service to our stakeholders.
- Carry out any other duties and other project team members as required.

## Success metrics:

- Strong project management or project coordination skills.
- Ensuring all key milestones are achieved in accordance with the timetable, and ensuring pre-emptive action is taken for any potential delays.
- Successfully managing key stakeholders, strong ability and confidence to engage with senior stakeholders.
- Highly confident and good communicator that can articulate ideas clearly and persuasively.

## About you:

### You will be:

- A confident communicator, both written and verbally, and understand the different message needed for different audiences.
- A diligent and highly organised worker.
- A flexible and adaptable team player.

### You will have:

- Excellent problem-solving skills and attention to detail.
- Experience in project management/audit coordination.
- Experience in supporting the year end audit process.
- Ideally, a part qualified accountant and commitment to continued professional development.
- Knowledge of accounting software (Sun Systems desired) and other core finance systems.
- Advanced Excel user

Version Date:

Signed off by:

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