



Rutherford Cross



POSITION PROFILE

Internal Audit
Manager



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Founded in 1969 with a single depot focusing on plant hire, our company has since expanded to encompass 10 divisions operating across nearly 200 locations nationwide. Today, GAP Group is recognised as the UK's largest independent equipment hirer. We take pride in our substantial investment in new equipment relative to turnover, ensuring that our fleet remains one of the newest, most reliable, and environmentally friendly in the industry.

In addition to our plant and tool hire services, GAP Group offers specialised divisions serving various industries. These include trenching and shoring, events services, welfare services, lifting equipment, tanker services, survey and safety, and non-mechanical equipment. These divisions demonstrate our commitment to meeting a range of customer needs across different sectors.

Remaining privately owned has enabled us to remain agile and responsive to our customers' needs, ensuring our resilience in an ever-changing business environment. Guided by the traditional family values of trust, integrity and honesty, our operations and our 2,000 employees are committed to effective communication, teamwork, dedication, and efficiency.



Our mission is simple:

- to grow and adapt alongside our customers
- to nurture and develop our talented team members
- to deliver consistent market-leading investment

Our recently renovated headquarters remain nestled in the bustling heart of Glasgow city centre, a testament to our continued commitment to growth and excellence.

Turnover:

2023 - £278m

Employee count:

2,000



GAP recently achieved a record annual turnover of £300m which was an increase of £100m in 5 years with over £500m of hire assets and £100m of properties. As a result, there is now a requirement to create an Internal Audit team that brings together the appropriate resources within the business and will be led by an experienced Internal Audit professional.

This is an exciting role for someone looking to develop their own team and build an industry-leading internal audit function in a rapidly growing business. The team will play an integral role in the assurance of accurate financial reporting, compliance with policies and procedures, and the enhancement of GAP's critical business procedures.





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| Job Title: | Internal Audit Manager |
| Reports to: | Finance Director |
| Reports to: | Glasgow (Office Based) |

Key Responsibilities

- Review of the existing compliance audit plan and developing this to ensure it is fit for purpose
- Management and development of the Internal Audit team
- Ensure process documentation is in place across all facets of asset compliance

Specific areas that the Internal Audit team will be focussed on:

- Asset Management
 - Responsible for planning, managing, recording and collating effective asset and stock counts across all our asset holdings
 - Review and ensure accurate processing of adjustments, understanding the financial impact
 - Review and develop processes where improvements are required
- Ongoing development of Internal Audit reports and presentation to senior management within the business and ensuring that actions are completed in a timely manner
- Review of all asset adjustments monthly to ensure accuracy, including:
 - Purchases
 - Disposals
 - Damage and Loss
- Process adherence by employees using both our ERP system and supplementary systems
- Development and maintenance of training plan for ERP users. This would be for both new and existing employees at Head Office and across our depot network
- Development of exception reporting to ensure issues are identified at source and resolved
- Fuel management at depots
- Employee expense adherence

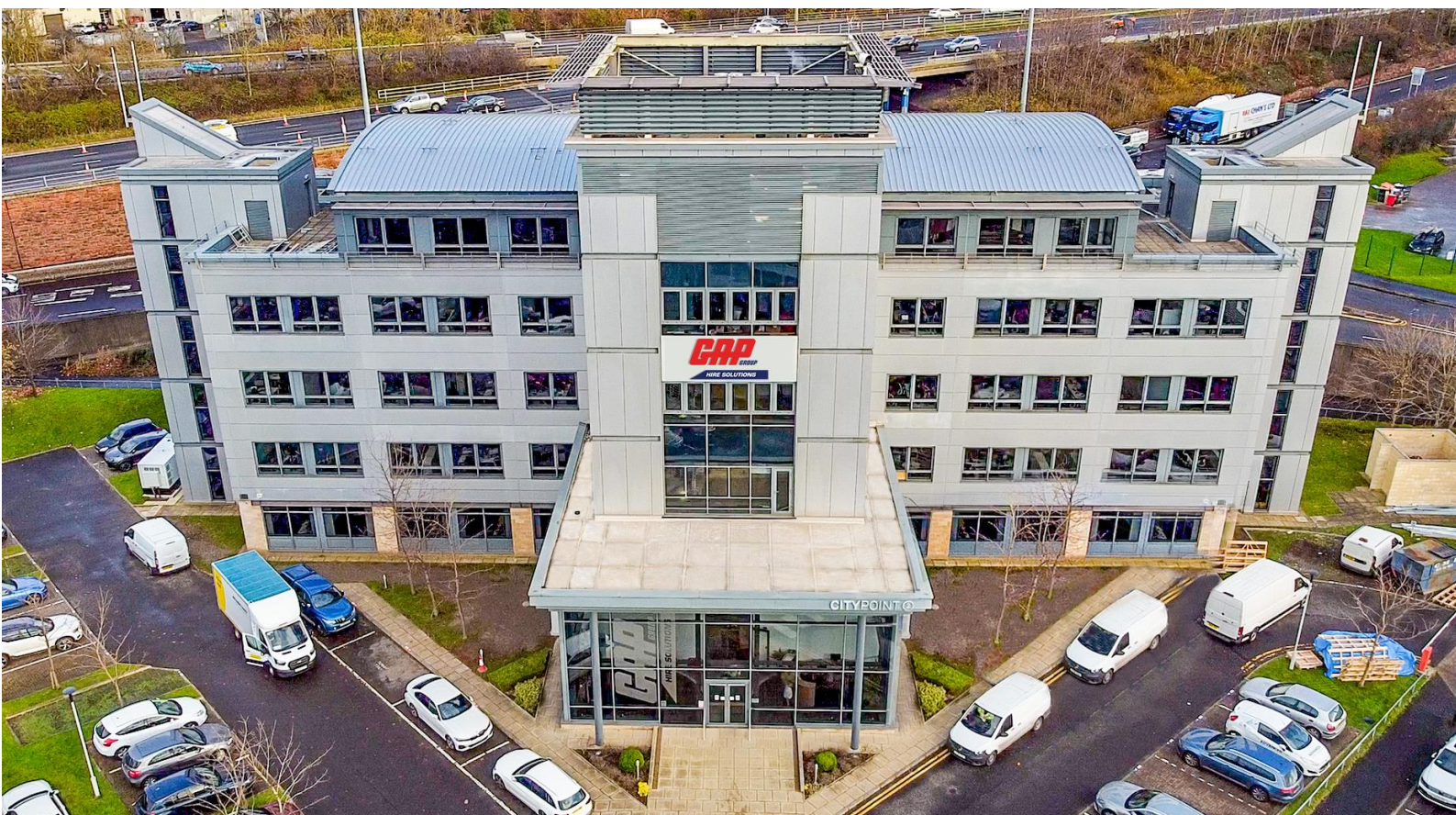


The key candidate requirements for the position include:

- A formal accounting/auditing qualification
- Self-starter with proven ability to prioritise and deliver against deadlines
- Excellent people skills and enjoys developing a team and improving processes
- Strong communication and interpersonal skills
- Inquisitive – will challenge results and be comfortable sharing findings
- Advanced technical and analytical skills, including Microsoft Office proficiency and advanced Excel skills
- Ability to analyse, evaluate and understand core IT systems and identify potential risks
- Ability to drive continuous improvement of audit and control procedures

Required Qualifications

- Fully qualified CA, ACCA, IIA





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| Salary: | £Competitive |
| Company Pension: | Following the probationary period – employee contribution 5%; employer contribution 4% |
| Holiday Entitlement: | 22 days per year, plus public holidays. This increases by 1 day per year, up to a maximum of 25 days. There is an option to purchase up to an additional 5 days of leave per year |
| Additional Benefits: | Life assurance (after one year's service) Free gym membership at Glasgow Caledonian University Subsidised lunch Free flu jab Recently renovated office setting Subsidised parking Staff welfare fund Cycle2work scheme |



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The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- Second stage interviews will be with Andrew Telfer, Finance Director and Fiona Dykes, Head of Finance
- The third stage of the process will involve a more informal meeting/chat