

# *Designer* **Contracts**

## **Vacancy – Compliance Auditor**

**With 250 staff and an annual turnover of over £30 million across 12 regional centres, we are the UKs largest flooring contractor. This is a fantastic opportunity to join our team.**

Due to our significant and continued expansion, we are recruiting a Compliance Auditor to join our small friendly Audit team. The successful applicant will be required to travel throughout the UK with regular overnight stays.

- Salary £25,000 plus bonus and company car (Audi)
- Full time

### **The Role**

- Conduct compliance audits in regional offices and distribution centre
- Produce and update procedural documentation
- Assist in evaluating audit findings and development of the audit process
- Identify training needs and organise and conduct training on a one to one basis
- Suggest and implement improvements to procedures
- Ensure procedural compliance across the company
- Support Compliance Manager and existing audit function

### **The Person**

- Excellent written and verbal communication skills
- Outstanding attention to detail
- Able to build relationships throughout the business at all levels
- Good demonstrable IT skills including Microsoft Excel
- Ability to work independently and plan own workload
- Comfortable presenting feedback to management
- Must have at least five GCSEs A\*-B
- Must be able to stay overnight for up to four nights a week
- Must hold a full current driving licence and have the legal eye sight requirements to drive
- Experience in a Compliance or Audit role would be highly advantageous

**Benefits include, quarterly bonus, 32 days holiday, including 8 bank holidays, contributory pension scheme, healthcare, life cover and staff discount**

**If you have the relevant experience and drive to make a real difference and grow our business, send us your CV as well as details of your current salary and package.**