

# Job Description and Person Specification

Job Title:	Assurance Auditor
Job Family:	Business Assurance
Responsible To:	Business Assurance Manager
Responsible For:	
Role Purpose:	<p>Advance Housing is seeking a detail-oriented and experienced Assurance Auditor to join our Business Assurance team. This role is pivotal in supporting our quality improvement and compliance goals across housing and support services. You'll conduct audits, assess risks, promote best practices, and help shape a culture of transparency and continuous improvement.</p> <p>The successful candidate will work collaboratively with managers and services across multiple regions, helping us stay aligned with internal standards, contractual expectations, and external regulations.</p>

## What you need to do in this job:

### Key Responsibilities

- Design and implement robust audit programmes and tools aligned with regulatory expectations and internal assurance strategy, ensuring they remain responsive to evolving compliance landscapes.
- Conduct RSH-focused audits, CQC compliance assessments, and broader assurance reviews across Advance's audit universe, spanning service locations in the Midlands, South-East, South-West, and London.
- Evaluate organisational performance and risk exposure, providing actionable recommendations to enhance compliance, mitigate risks, and drive continuous improvement across housing support and social care services.
- Draft detailed audit reports, including clear findings, practical recommendations, and structured improvement plans.
- Monitor implementation of corrective actions and perform follow-up audits to validate progress.

- Collaborate with service managers and cross-functional teams to promote a culture of accountability and service excellence.
- Stay informed about regulatory developments and sector best practices to ensure audit relevance and compliance.
- Contribute to and lead elements of the Annual Assurance Plan, including ad hoc audits, deep-dive reviews, investigations, and strategic risk planning.
- Provide expert RSH compliance advice to internal stakeholders, including senior leadership, service managers, and operational teams, ensuring alignment with regulatory expectations and Advance's strategic objectives.
- Design and deliver targeted training sessions on regulatory compliance, audit readiness, and best practices in assurance, tailored to various levels of staff across the organisation.
- Lead complex thematic reviews and investigations, synthesising findings across services to identify systemic issues and inform strategic improvements.

### What you need to be like: Advance's PRIDE Values

Partnership	<ul style="list-style-type: none"> <li>• You work well with others, including customers and colleagues</li> <li>• You make lots of new contacts and connections</li> <li>• You share your knowledge and learning with others</li> </ul>
Respect	<ul style="list-style-type: none"> <li>• You are good at listening to and learning from others</li> <li>• You are positive and respond to feedback openly and honestly</li> <li>• You want to see things from the customers' perspective</li> </ul>
Inclusion	<ul style="list-style-type: none"> <li>• You respect ideas and values that are different from your own</li> <li>• You challenge bias and act as a supportive ally to customers and colleagues</li> <li>• You understand why an inclusive workplace contributes to strong social values</li> </ul>
Drive	<ul style="list-style-type: none"> <li>• You are punctual and deliver work in a timely way</li> <li>• You understand Advance's, your team's and your own plans and priorities</li> <li>• You can explain how far you have got with work and can offer realistic timeframes for completion of the work</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>• You look for new or different ideas or solutions that benefit our customers.</li> <li>• You share ideas for improved processes with colleagues.</li> <li>• You plan work carefully and are mindful of priorities in other departments.</li> </ul>

### What you need to know:

### Essential/Desirable

<ul style="list-style-type: none"> <li>• Professional qualification in auditing or assurance (e.g. CQI, ACCA, CIA), or currently working towards one.</li> <li>• Experience conducting audits or quality assurance reviews within social care, supported living, or housing settings, including assessment of organisational</li> </ul>	E
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performance against Regulator of Social Housing (RSH) and Care Quality Commission (CQC) benchmarks.	
<ul style="list-style-type: none"> <li>Well-developed time management, problem-solving, and project coordination abilities.</li> </ul>	E
<ul style="list-style-type: none"> <li>Analytical mindset, with proficiency in Microsoft Excel, Office tools, and audit/data analysis software.</li> </ul>	E
<ul style="list-style-type: none"> <li>Practical knowledge of safeguarding principles and regulatory frameworks, including RSH and CQC standards, with experience applying these in performance assessments.</li> </ul>	D
<ul style="list-style-type: none"> <li>Knowledge of data protection and information governance standards relevant to social care settings (e.g. GDPR, Caldicott Principles).</li> </ul>	D
<ul style="list-style-type: none"> <li>Accredited training in risk management or quality improvement methodologies (e.g. ISO 9001).</li> </ul>	D
<ul style="list-style-type: none"> <li>Insight into supported living models, tenancy sustainment, and service delivery within housing schemes.</li> </ul>	D

What you need to be able to do:	Essential/Desirable
<ul style="list-style-type: none"> <li>Demonstrate experience in internal or external auditing, compliance, or assurance, and strong understanding of audit methodology across diverse business functions.</li> </ul>	E
<ul style="list-style-type: none"> <li>Travel across the Midlands, South-East, South-West, and London by utilising a full UK driving licence and access to transport.</li> </ul>	E
<ul style="list-style-type: none"> <li>Prepare and deliver clear, concise, and accurate reports and presentations that communicate complex data effectively to non-technical audiences.</li> </ul>	E

### Points to note:

This role requires the post holder to complete a standard DBS check (Disclosure Barring Service (DBS))

This Job Description and Person Specification contain examples rather than an exhaustive list of tasks to be undertaken in your day to day role. The post holder will be required to undertake any additional duties commensurate with the role.

Advance may make reasonable changes from time to time.