

Job Profile: Internal Control Implementation Lead

Department	Finance and IT
Location	Solihull
Reports to	Group Finance Director
Contract	Fixed term for 9 months
Hours	0.6 FTE (22.5 hours per week)
Constraints (travel/ base/ working patterns etc)	You are expected to attend our offices for a minimum of 2 days per week and as required by the Company, for the proper performance of your duties or for specific meetings, events or training.
Salary	£65-£75,000 per annum FTE pro-rata (Note: Contractor engagement may also be considered within an expected range is £550 to £700 per day.)
Date	June 2026

About us

At Energy & Utility Skills Group, our work matters.

Across energy, water, and infrastructure the UK faces a defining decade for workforce capability. The scale of infrastructure investment, decarbonisation, and the requirement for safe and resilient services depend on having the right skills, in the right place, at the right time.

We exist to ensure industry has the safe, skilled, competent, and future ready people it needs to deliver. As the trusted partner of industry, training providers, regulators, and governments, we operate at the point where policy, delivery, and assurance meet.

Our members come from across the UK and form the Energy & Utility Skills Partnership. Collectively our members generate more than £120 billion in annual turnover and collectively employ over 200,000 people across the UK and support many more through extensive supply chains. Together, they power essential services that keep homes warm, lights on, water flowing, and waste managed.

This is a period of significant ambition and change for our Group. We are strengthening our influence, modernising how we operate, and raising expectations of pace, quality, and impact. We are looking for people who want responsibility, who are motivated by purpose, and who want their work to contribute to outcomes that matter nationally.

Our commercial activity includes EUSR, the UK wide sector asset serving as the industry safety and competence register for more than 300,000 workers. Through a national network of over 200 training providers, essential and industry led training is delivered at scale. Our regulated apprenticeship and qualification offer continues to grow, and our consultancy services are widely recognised for their quality and impact.

If you are driven by delivery, curiosity, and the opportunity to shape the future workforce of the UK, we would welcome your application.

Find out more about our Group [here](#).

Read about our recent news [here](#).

Our values

Together, credible and making a positive difference underpin all that we do. They are not just words on a wall.

Together: We are stronger together; by collaborating internally and externally we consistently deliver success as one high performance team.

Credible: Through a proactive approach and curiosity, we are specialists who combine ambition, innovation and impact. We are trusted by members, industry, customers, partners, governments and citizens.

Making A Positive Difference: Complementing our specialisms is our commitment to deliver and continuously improve. Ours is a great place to work, we individually and collectively play a pivotal role in delivering skills for the UK's future.

About the role

Reporting to the Group Finance Director, the Internal Control Implementation Lead will play a key role in strengthening the Group's internal control environment and supporting the delivery of a disciplined, proportionate and risk aligned approach to risk management across the organisation.

The role will lead the practical implementation and embedding of internal control arrangements that enable the Group's risk management approach to operate consistently across the Group and its subsidiary operations.

The successful candidate will support the development of consistent approaches to operational assurance, governance and leadership practice. This will include improving internal control practices, documentation and evidence standards, and helping to translate the Group Risk Management Policy, Process and Procedure into practical operational delivery.

The role will help establish a more mature internal control environment that supports regulatory compliance, operational resilience and the delivery of the Group's growth plans.

The role will work closely with the Group Senior Leadership Team, subsidiary leadership teams and operational colleagues across Energy & Utility Skills Group and Energy and Environment Awards.

This is an exciting role within a rewarding environment. Energy & Utility Skills Group will support career progression, including opportunities for further training and development.

About you

You will be an experienced and credible internal control professional, able to translate governance expectations into practical operational delivery. You will bring a sound understanding of internal control, governance, risk management and organisational assurance, together with the ability to apply these disciplines in a growing and purpose driven organisation.

You will be well organised, collaborative and comfortable working in a changing team environment. You will be able to build trusted relationships across different teams, support operational colleagues to implement practical improvements, and contribute to clear, proportionate and sustainable internal control practices across the Group.

Rewards

Join our growing organisation and you'll enjoy benefits including a generous holiday allowance, a company pension scheme, a performance bonus scheme and a Wellbeing Passport.

Job Holder Responsibilities

Role Specific Responsibilities:

- Lead and support the implementation of the Group internal control improvement programme and Risk Management Policy, Process and Procedure across Group and subsidiary operations.
- Develop and maintain proportionate policies, procedures, templates and guidance to improve the documentation, consistency and evidence of internal controls and operational processes.
- Work collaboratively with operational teams to identify and implement practical, sustainable improvements to processes, controls and governance arrangements.
- Develop proportionate approaches to operational assurance, evidence gathering and control testing, and coordinate improvement actions arising from reviews, audits, assessments and governance discussions.
- Coordinate and monitor improvement actions arising from internal reviews, audits, operational assessments and governance discussions.
- Promote proportionate, risk aligned and operationally focused approaches to governance and assurance across the organisation.
- Support the preparation and coordination of internal control and risk reporting for the Group Senior Leadership Team, Committees and Boards as required.
- Undertake any other duties reasonably required by the Group Finance Director consistent with the level and purpose of the role.

Additional responsibilities:

- Demonstrate alignment with the organisation's values.
- Ensure compliance with Energy & Utility Skills policies and processes.
- Take reasonable care of your own health and safety and that of others in the workplace.
- Undertake training, development and self-study required to support the role.
- Contribute positively to team culture and performance, demonstrating curiosity and a commitment to continuous improvement.

Job Holder Specification

Specification	Essential	Desirable
Education / Qualifications / Training		
Degree level qualification or equivalent professional experience in risk, governance, finance, business management, audit, operational assurance or a related discipline	✓	
Relevant professional qualification or training in internal control, governance, audit, risk management or compliance		✓
Evidence of continuing professional development relevant to governance, operational assurance or organisational improvement		✓
Work Experience & Skills		
Experience of working with senior leaders and operational team to support and implement internal control, governance, assurance or risk management activities within an organisation	✓	
Experience of developing, documenting or improving operational processes, procedures or controls that drive organisational improvement.	✓	
Experience of working positively and proactively in an office or team environment	✓	
Experience of working with evidence based reporting, action tracking and operational monitoring processes	✓	
A proven ability and experience of working within and understanding organisational values, policy and process	✓	
Effective IT and digital skills with the ability to use Microsoft packages including Word, Excel and Outlook	✓	
Familiarity and experience of working with CRMs (e.g. MS Dynamics) and AI tools (e.g. ChatGPT, Copilot)		✓
Experience of working within skills, energy and utilities or a membership organisation.		✓

Competencies		
Planning & Organising: Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones.	✓	
Relating & Networking: able to establish good relationships with customers and colleagues; highly collaborative and able to build wide and effective networks and contacts internally and externally, relates well to people at all levels, manages conflict, listens and is self-aware	✓	
Delivering results and Meeting Customer Expectations commercially aware, focuses on customer needs, supports high quality and consistent standards, works in a systematic way and consistently achieves objectives set.	✓	
Presenting and communicating information: able to speak and write clearly and succinctly, writes convincingly, communicates clearly with a range of audiences, responds to audience needs and builds trust and credibility. Clear attention to detail and accuracy.	✓	