

JOB DESCRIPTION

Job Title	Financial Management/ Internal Audit Associate
Directorate/Service Area	Professional Finance/ Internal Audit
Reports to	Scheme Coordinator/ Placement Manager
Location	Cambridgeshire
Grade	Scale 6 – SO2 (CCC)
Hours	37 per week (full-time)

1. Purpose of the Post:

- To provide able and ambitious graduates (or those with equivalent academic aptitude and skills) with the training, skills and experience necessary to become public sector leaders and experts of the future.
- For Associates to undertake and achieve the CIPFA professional qualification in line with the Financial Management/ Internal Audit Training Manual.
- For Associates to gain experience, develop key skills, and build organisational understanding through working at a high level within Professional Finance and Internal Audit, undertaking specific project work or operational delivery for the host department.
- For Associates to build strong professional relationships across Cambridgeshire and other external partners to improve cross-office understanding and partnership working.
- For Associates to represent Cambridgeshire County Council, both internally and externally.
- For Associates to develop and maintain an understanding and awareness of relevant initiatives and challenges facing local government.
- For Associates to demonstrate commitment to continuous personal and professional development through active participation in development events and through placement and employment opportunities.

2. Principal Responsibilities

- a) To study for and achieve success in the CIPFA Professional Finance qualification and Level 7 Professional Accountant apprenticeship. The requirements and responsibilities of the employer and employee in this regard are outlined in the Financial Management/Internal Audit Training Manual.
- b) To maintain your CIPFA Portfolio, work-based learning and training documentation, keeping a complete record of work-based activities in accordance with CIPFA and apprenticeship requirements.
- c) Be aware of and demonstrate Cambridgeshire County Council competencies and values.
- d) To identify innovative solutions, including improved use of technology, to create efficiencies.

2.1 Financial Management Associate Responsibilities:

- a) To undertake a number of placements within Professional Finance, each with a specified work programme, key objectives and performance targets. Associates will be expected to make progress towards these targets and identify opportunities for further development and support.

Within a 3.5 year period you will experience different placements, including:

- Working as an integral part of the Financial Advisory team, supporting a selection of budget managers across the organisation, offering professional advice to inform their decision making and maximise their service delivery. Responsibilities will include providing financial support to services on planning, control, process and management issues, in the short, medium and long term, and advising on resource allocation, supporting managers to achieve best value for money.
- Experience of technical accounting including preparation of the accounts through placements in Corporate Finance.
- Develop your knowledge of risk management and internal controls through a 12 month placement in Internal Audit, understanding, assisting in the development of and implementing the Audit Plan. Responsibilities will include assessing risk, scoping Audits, performing fieldwork and working closely with senior managers to agree actions based on your findings.

b) Assist the development of financial awareness of non-finance managers and staff.

c) Contribute towards the sound financial management of an annual budget of £900m.

2.2 Internal Audit Associate Responsibilities:

(a) To work as part of a team supporting the successful achievement of the annual Internal Audit Plan, and undertaking a wide range of assignments across financial audit, social care, contract audit, project management, IT audit and beyond. To develop key audit skills and experience over the course of your placement, enabling you to:

- Identify key organisational risks, and plan and scope internal audit work to assess the control of risk, in consultation with the Audit Manager/Principal Auditor.
- Investigate and test the adequacy of controls; review policies and procedures; test compliance; and analyse and evaluate data from across the organisation.
- Think innovatively and creatively about how to improve the way systems and services work, challenge current processes and seek to ensure the organisation achieves value for money.
- Work closely with management and key stakeholders to discuss your findings, make recommendations and agree actions based on your work.
- Communicate effectively with officers across the organisation through face-to-face discussions, producing written reports, presenting findings and leading meetings.
- Undertake audit work at schools and other partner organisations.

(b) Support other areas of work within the Internal Audit team, including fraud investigations; risk management; grant verification work; and following up on the implementation of agreed management actions.

(c) To support the management of the service by completing quarterly work programmes within assigned performance targets; producing performance reporting; and assisting with writing reports for Strategic Management Team and the Audit & Accounts Committee.

(d) In your second/third years on the scheme, develop management skills by supervising and training more junior Associates.