

## Senior Auditor – Job Description

**Job Title:** Senior Auditor

**Service:** Internal Audit & Risk Management

**Directorate:** Law & Governance, Strategy & Partnerships

**Grade:** SO1/SO2 (£30,151 - £34,723 as at 1<sup>st</sup> April 2022)

### Overall purpose of the job

Senior Auditors undertake the planning and delivery of a variety of internal audit reviews of areas of Cambridgeshire County Council's services, policies and procedures. Through their programme of work Senior Auditors challenge existing processes, identifying inefficiency, waste or fraud, and look for innovative and creative ways to improve the way the Council works. They have good communication skills, both written and verbal, and engage confidently with senior management to agree recommended actions to mitigate risks and ensure that objectives are met.

The work of the Senior Auditor contributes to the completion of the Council's Internal Audit Plan, which provides reliable independent assurance to the Council and its stakeholders, regarding the extent to which the Council's governance arrangements and processes are fit for purpose and operating well in practice. As a member of the Internal Audit & Risk Management team, the Senior Auditor will work independently and as part of a team to contribute to the provision of an effective audit service.

### Main accountabilities

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1.	<p>The postholder will undertake the planning and delivery of a variety of internal audit reviews of areas of Cambridgeshire County Council's services, policies and procedures. This will include:</p> <ul style="list-style-type: none"> <li>• Considering whether services are operating efficiently and effectively;</li> <li>• Considering if services represent value for money;</li> <li>• Considering how effectively the Council's risks are being managed and controlled;</li> <li>• Considering best practice, central government policy and legislative requirements.</li> <li>• Identifying recommendations to improve the Council's policies and procedures, governance, control of risk, achievement of objectives, and value for money.</li> </ul> <p>These assignments contribute to the provision of reliable and effective independent assurances, to Cambridgeshire County Council, its partners and its stakeholders.</p>
2.	Where appropriate, the postholder will contribute towards other key responsibilities of the Internal Audit & Risk Management team, including risk management, whistleblowing, and counter fraud and investigations.
3.	To plan (in consultation with senior audit staff) the areas of work to be undertaken in order to ensure adequate and targeted coverage of the areas under review to achieve the objectives.
4.	To document, evaluate, and test the adequacy of financial and management controls in line with audit planning, to ensure that Council interests and assets are safeguarded from losses and that resources are used economically, efficiently and effectively. To ensure that the service's audit procedures are followed, quality is maintained and performance is managed in line with the

	service's Key Performance Indicators and that assurances are evidence based and arrived at in full compliance with the Public Sector Internal Audit Standards.
5.	To discuss with management at all levels (occasionally in conjunction with senior audit staff) observations and recommendations arising from the review, to ensure implementation of appropriate and timely management action plans. To maintain good relations with key stakeholders across all audited parts of CCC (and its partners) and to provide advice and guidance that can be given to managers of CCC on issues relating to governance, policy and procedures, including the management of risk or irregular activity.
6.	To produce clear and concise reports that properly record issues identified through internal audit reviews, and agree recommended actions for improvement. To support the provision of service progress reporting to senior management the Council's Audit & Accounts Committee, and to draft updates to team policies and procedures.
7.	To contribute to the development of the Internal Audit service. To assist in the development, training, and motivation of junior members of the team to ensure their effective professional development.
8.	Where appropriate, organise, direct, monitor and review work of relevant audit staff in order to maximise the use of audit resources and to achieve objectives agreed with the senior audit staff.
9.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.