



Job Description and Person Specification

Job details

Job title:	Senior Auditor
Grade:	NNBAND06
Reports to:	Chief Internal Auditor
Directorate and Service area:	Finance, Internal Audit

Purpose of the job

The Council's Internal Audit plan seeks to inform an evidence-based opinion over the organisation's governance, risk and control framework. It also seeks to add value in supporting service areas to maximise efficiencies and constantly strive to improve.

The Senior Auditor role plays a valuable role in the delivery of assignments within the Internal Audit Plan. This will include both financial and non-financial controls and potential work with partners and schools.

The post holder is required to plan and deliver audits which will provide assurance over the adequacy and effectiveness of internal controls operating for the Council and its partners. The role will require the post holder to identify risks, assess controls and inform an assurance opinion over a diverse range of services delivered to our local communities.

The role will assist in providing clients with independent assurance that their service is being delivered in line with statutory requirements, risks are identified and effectively managed, control systems are appropriate and value for money is achieved in line with the Council's objectives.

Principal responsibilities

1. To plan and carry out audit assignments, in consultation with audit management, having due regard to professional standards (utilising the relevant tools and techniques), internal quality procedures and any requirements of Internal Audit management.
2. Provide a draft report and working papers clearly documenting all audit evidence for management review. File papers should be prepared logically and in accordance with established procedures.
3. To develop and maintain an appreciation of audit and risk management techniques. To maintain an awareness of organisational risks and the controls / risk mitigations needed to manage those risks in order to provide assurance that the risk mitigation framework is designed and operating effectively.
4. To help ensure services treat customers equitably and deliver what the customer requires in accordance with service standards and Council priorities.
5. Represent Internal Audit, as and when required by management, whether within the Council, with partners, or on an inter-authority or other basis.



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6. To develop effective relationships with all parties that would be associated with the delivery of the Audit Plan and individual audits.
7. To assist in resolving ad hoc queries from service department management and/or provide professional, independent advice and guidance to service department management as and when required, or as directed.
8. To ensure the ongoing quality of Internal Audits to all clients, ensuring compliance with the Global Internal Audit Standards in the public sector, the Code of Ethics and the Internal Audit Manual.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Qualified Accounting Technician (AAT); or</p> <p>Part professionally qualified e.g. CIPFA / CIA / CCAB</p>	<p>Degree educated or equivalent;</p> <p>2 "A" levels or equivalent.</p>
Experience and Knowledge	<p>Practical knowledge and understanding of Internal Audit, risk management and/or finance dealing with a variety of services, including non-financial systems.</p> <p>Appreciation of risks, controls and materiality within financial and non-financial systems.</p> <p>Knowledge and application of principles, standards and procedures required for Internal Audit and compliance reviews, particularly those laid down in the Public Sector Internal Audit Standards.</p> <p>Good knowledge of data protection and confidentiality issues.</p>	<p>Appreciation of financial accounting practices in Local Government and/or schools.</p> <p>Knowledge of internal auditing methodologies; systems based and compliance auditing.</p>
Ability and Skills	<p>Time management / prioritisation - ability to achieve deadlines, meet audit time budgets, and juggle several pieces of work. Initiative in taking assigned audits forward.</p> <p>Microsoft Office knowledge. Proficient in the use of Word and Excel, and ability to interrogate financial systems.</p> <p>Ability to produce clear, constructive and well-presented reports based on sufficient and reliable evidence, and ability to get messages across in respect of audit results and conclusions.</p>	



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Attributes	Essential criteria	Desirable criteria
	<p>Aptitude in developing constructive working relationships and customer focused in delivering work assigned and in responding to ad hoc queries.</p> <p>Ability to work confidently with managers at all levels within the Authority when conducting an audit, and able to raise areas of concern about systems and processes with confidence, and challenge managers and officers where responses to audit findings are inappropriate.</p> <p>Ability to encourage, support, supervise and train other team members and being able to work with other members of the team as appropriate to deliver individual audit assignments, and share knowledge.</p> <p>Analytical skills - ability to identify relevant data and information, and analyse and interpret it, such that appropriate audit conclusions can be drawn; and to determine the appropriate regulation, policies and legislation pertinent to the audit in question and draw out the key points.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	



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Attributes	Essential criteria	Desirable criteria
Additional Factors	<p>Internal Audit is governed by professional and legal standards, such as the Global Internal Audit Standards and CIPFA Codes of Practice/Application Note. The post holder will be responsible for delivering against these Codes and guidance, demonstrating independence and due professional care and ensure that the coverage of audit is focussed against the areas of highest risk.</p> <p>Internal Audit utilises time recording software to record jobs and time spent. The post holder will be required to record all work tasks on the system.</p>	