

## Deputy Head of Internal Audit – Person Specification

**Job Title:** Deputy Head of Internal Audit

**Service:** Internal Audit & Risk Management

**Directorate:** Strategy & Partnerships

**Grade:** P4

### Qualifications, knowledge, skills and experience

*Minimum level of qualifications required for this job*

Qualifications Required	Subject	Essential/Desirable
<b>Qualified Chartered Accountant / Internal Auditor</b>	CCAB Accountant or Chartered Internal Auditor	<b>Essential</b>
<b>Degree Educated</b>	Bachelor's Degree (or equivalent)	<b>Desirable</b>
<b>A Levels</b>	2 "A" Levels (or equivalent).	<b>Essential</b>
<b>GCSEs</b>	GCSE English Language and Mathematics (or equivalent).	<b>Essential</b>

*Minimum levels of knowledge, skills and experience required for this job*

Identify	Describe	Essential/Desirable
<b>Knowledge</b>		
Internal Audit theory and techniques	Comprehensive and in-depth knowledge, familiarity with and enthusiastic interest of all internal audit techniques and services.  Able to demonstrate understanding of corporate governance, risk management and assurance principles and practice.  Maintain an up-to-date working knowledge of all relevant and appropriate legislation, standards and codes relating to Internal Audit.  Demonstrate understanding of how Internal Audit should operate in a large, complex and diverse environment.	Essential
	In-depth knowledge of audit specialisms. For example, the principles of contract audit, contract management and open-book reviews, IT Audit, Risk Management and the audit of fraud.	Essential
Public Sector Internal Audit Standards (PSIAS)	Up-to-date working knowledge of all relevant and appropriate legislation, standards and codes relating to Internal Audit, including PSIAS.	Essential
<b>Skills</b>		
Communication	High level of written skills and interpersonal skills with the ability to communicate with all levels within organisations, including the Chief	Essential

	<p>Executive and the Audit Committee, and interface with clients and law enforcement agencies.</p> <p>Ability to negotiate and persuade, sometimes in a setting that is unresponsive or hostile to audit findings.</p> <p>Ability to deliver effective presentations to a variety of audiences.</p> <p>Ability to prepare professional- quality reports, often within tight timescales, drawing together complex information from multiple sources and identifying key issues.</p>	
Managerial and Supervisory	<p>Ability to manage and motivate staff to deliver Internal Audit services to tight deadlines.</p> <p>Monitor and promote the professional development of staff.</p> <p>Has the personal credibility to influence, direct and inspire the work of others.</p>	Essential
Decision Making and Analytical:	<p>Strong decision decision-making skills and the ability to exercise sound judgement.</p> <p>Ability to efficiently undertake data and statistical analysis of highly complex (and sometimes conflicting or ambiguous) data from different perspectives in the use of a range of problem solving techniques to identify and evaluate opinions and identify solutions, often without precedents. Able to seek out relevant information and use it appropriately.</p> <p>Exercising expert judgement to accurately present financial and non-financial information and highlight key issues to support strategic decision-making with multiple variables and uncertainties.</p>	Essential
Planning and Performing:	<p>Strong planning and organisational skills, managing time effectively and taking responsibility for actions. Demonstrable ability to plan and control work so that it is carried out in a structured manner and that deadlines are met. Ability to manage a range of complex issues and conflicting priorities personally and through delegation. Highly motivated.</p> <p>Track record of adopting a proactive solution based approach, taking ownership of issues.</p> <p>Ability to drive forward Internal Audit, operating with competing demands.</p>	Essential
Creativity:	<p>Able to think creatively and apply strong problem-solving skills and critical thinking. Produces new ideas, approaches or insights and creates innovative outcomes which are pragmatic and proportionate to risk. Able</p>	Essential

	<p>to take a confident approach, with the ability to provide clear direction to the Internal Audit team.</p> <p>Ability to identify key risks to the achievement of organisational and service objectives and scope effective work plans to assess how risks are managed and controlled.</p>	
Adapting and Coping:	<p>Demonstrates flexibility of ideas in the face of change. Ability to manage and deliver a complex case load, operating to tight deadlines.</p> <p>Professional resilience.</p> <p>Works productively under high pressure, maintaining a positive outlook.</p>	Essential
<b>Experience</b>		
Internal Audit	<p>Significant post- qualification internal audit experience, having worked in a relevant sector, for example in a local authority (or similar) setting, including managerial experience, with the ability to communicate both in writing and verbally.</p>	Essential
	<p>Experience of strategic internal audit planning and service delivery, preferably within the public sector, and of performance and quality management of an Internal Audit section.</p> <p>Experience of delivering reviews, including audit specialisms. For example: contract audit, contract management and open-book reviews, IT Audit, Risk Management and the audit of Fraud.</p> <p>Experience of utilising internal audit methods and techniques and Public Sector Internal Auditing Standards.</p> <p>Experience of undertaking consultancy assignments.</p>	Essential
Independence	<p>Experience of working independently with minimal support from the Head of Internal Audit to deliver Internal Audit work and an ability to maintain utmost confidentiality.</p> <p>Self-motivated, able to use own initiative and work within tight timescales. Experience of prioritising internal audit tasks in a fast paced environment.</p>	Essential
Stakeholder management	<p>Experience of promoting, developing and maintaining effective working relationships with a diverse range of stakeholders (both internal and external) around the delivery of services, policy design and organisational strategy.</p> <p>Extensive experience of working with stakeholders to highlight areas of concern and agree actions to address risk areas, and supporting managers to implement risk mitigation and improve control.</p>	Essential

Staff Management	Demonstrable experience of managing and supervising staff, including quality control and people management. Experience of resource planning and allocation, performance management, training and support, mentoring and coaching.	Essential
IT, Systems and Information Management	<p>Experience of using financial systems. Experience of implementing and using financial control mechanisms and reporting. Good knowledge of available I.T. and how it can be best utilised to deliver efficient audit services.</p> <p>Experience of presenting data in a clear and appropriate format.</p> <p>Detailed understanding of the principles of confidentiality and data protection issues and their impact on Internal Audit work.</p>	Essential
<b>Equal opportunities</b> <i>Applies to all roles.</i>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

#### Disclosure level

What disclosure level is required for this post?	<b><u>Basic DBS</u></b>	Standard
	Enhanced	Enhanced with barred list checks

#### Work type

What work type does this role fit into?	Fixed	<b><u>Hybrid</u></b>	Field	Remote	Mobile
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