

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Senior Auditor

Audit & Risk Management, Finance Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



West  
Northamptonshire  
Council

## **Purpose and impact:**

To contribute to the provision of an efficient and effective Internal Audit service through participation in programmed audit work across the full range of the Council's functions, including systems evaluation corporate governance, probity, contract, procurement & project management, grant verification, ICT audits, and ad-hoc investigations.

## **Accountable to:**

This Senior Auditor role is accountable to the Audit Manager and is supported by a Principal Auditor, who acts in a supervisory capacity in the undertaking of audits. The role has no direct line management responsibilities.

The role sits within the Audit team of the Audit & Risk Management Service, which also includes Risk Management, Internal Control and Fraud, and is part of the Finance Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Prepare and carry out audit assignments to provide assurance to management on the adequacy and effectiveness of the control and governance environment, and the management of risk, as directed and under the guidance of the Audit Manager or a Principal Auditor, having due regard to professional standards (utilising the relevant tools and techniques), internal quality procedures and any requirements of Internal Audit management.
2. Design and create assignment terms of reference (in consultation with management) for the approval of the Audit Manager, and associated audit work programmes, checklists etc under the guidance of the Principal Auditor as required and in undertaking an assignment that meets the proposed scope of work, ensuring due regard is given to risk, control and governance.
3. Evaluate, appraise, and analyse audit findings whilst maintaining an understanding and appreciation of the systems and procedures in place, so that practical recommendations can be made to improve controls and processes. Ensure associated working papers and audit evidence is concise and clearly documented for the purpose of file review by the Principal Auditor.
4. Discuss audit findings with management and heads of service and agree practical recommendations to improve the internal control environment, whilst maintaining an understanding and appreciation of departments systems, procedures, and work pressures.
5. Produce and submit draft audit reports to the Principal Auditor for initial review, prior to approval by the Audit Manager. Following submission of the final audit reports, carry out follow up work as directed to monitor progress with the agreed action plan.
6. Deal with ad hoc queries from service department management and/or provide advice and guidance to service department management when required or as directed. Represent Internal Audit at meetings or on working parties or other fora as and when required, whether within the Council, with partners, or on an inter-authority or other basis
7. Maintain up to date knowledge of relevant legislation / regulations, professional standards, and organisational changes insofar as they relate to the Internal Audit Service.

8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Excellent interpersonal skills (written and oral) to facilitate effective communication at all levels (including senior management, service managers, staff, Members and occasionally members of the public, customers, and contractors) with the ability to write concise, accurate and grammatically correct reports to a high standard.	Essential	A, T, I
Excellent problem-solving skills and clear logical thinking.	Essential	A, T, I
An ability to balance work priorities and work under pressure to achieve pre-determined personal and team targets.	Essential	A, T, I
Exhibit the professional behaviours of integrity, objectivity, confidentiality, and competency in accordance with the expectations of the role.	Essential	A, I
High level of self-motivation, determination, and confidence with the ability to work on your own initiative given guidance or as part of a team.	Essential	A, I
Attention to detail with an analytical and enquiring mind with the ability to interpret data and accurately document / present findings.	Essential	A, T, I
Good IT skills (i.e. experience of using modern PC and web based systems and software) and proficient in the use of Microsoft Office software e.g. Word, Excel, etc.	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/I

Knowledge:	Essential / Desirable	Measured by
Knowledge of financial management systems.	Essential	A, I
Knowledge of current audit principles, practices, and techniques.	Essential	A, T, I
Understand the aims and objectives of Internal Audit, why it exists and how it carries out its functions.	Essential	A, T, I
A knowledge and understanding of how local authorities work and the current issues affecting local government.	Desirable	A, T, I

Relevant experience:	Essential / Desirable	Measured by
Audit, risk management, and/or accountancy related experience in a complex and changing environment.	Essential	A, I
Practical experience of using and interrogating financial and other information management systems.	Essential	A, I
Experience of dealing with senior management.	Desirable	A, I
Experience of data analytics within an organisation or using CAATs (computer-assisted audit techniques) or other methods of analysing data.	Desirable	A, I

Experience of working in local government.	Desirable	A, I
--	-----------	------

<b>Education, training, and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Part qualified CCAB or IIA <b>or</b> qualified Association of Accounting (AAT) <b>or</b> actively studying for a relevant qualification and have relevant experience commensurate with these qualifications and/or the role.	Essential	A, I, D
5 or more GCSE's (or equivalent) at Grade C or above including English and Maths.	Essential	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square, Northampton
<b>Job family band:</b>	Professional Support (PS7)	<b>Worker type:</b>	Flexible
<b>Salary range:</b>	£38,234 to £40,778	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

This role has been identified as a flexible worker type, which means that you will be able to carry out the majority (3 days plus) of your work remotely, and occasionally come into the office for meetings. In practice this involves the majority of your time working from home with occasional instances where you will be required to travel to your primary work base or to and between our client sites (Northampton, Daventry and Towcester). On exceptional occasions you may be required to work outside normal office hours.

We are also open to discussions about flexible working.

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

