

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION

Job Title: SENIOR AUDITOR

Service: AUDIT, RISK AND INSURANCE

Office: LGSS

Directorate: LAW AND GOVERNANCE

Reports to: AUDIT MANAGER (or PRINCIPAL AUDITOR FOR INDIVIDUAL AUDITS)

Grade: S01/S02

Location: Shire Hall

Hours: 37

Job Purpose: To undertake audits as directed by Senior Audit staff and contribute to the provision of an effective audit service.

Principal Accountabilities

1. To plan in consultation with Audit Manager/Principal Auditor the areas of work to be undertaken so as to ensure adequate and targeted coverage of the areas under review to achieve the objectives agreed with the Audit Manager/ Principal.
- 2 To document, evaluate, and test the adequacy of financial and management controls to ensure that clients and Council interests and assets are safeguarded from losses and that resources are used economically, efficiently and effectively.
- 3 To discuss with management at all levels (occasionally in conjunction with the Audit Manager/Principal Auditor) observations and recommendations arising from the review, to ensure implementation of appropriate and timely management action plans.
- 4 To produce clear, and concise reports for customer that properly record issues identified through the external assessments and audits, and agree cost effective action plans for improvement.
- 5 Establish, develop and maintain good working relationships with client staff,

external auditors, and other review agencies, so as to ensure optimum audit coverage and maintain audit as an integral and respected part of overall management arrangements.

- 6 Where appropriate, organise, direct, monitor and review work of relevant audit staff in order to maximise the use of audit resources and to achieve the objectives agreed with the Audit Manager / Principal Auditor.
- 7 To assist in the development, training, and motivation of junior members of the team to ensure their effective professional development.