

Group Auditor - Job Description

Job Title: Group Auditor
Service: Internal Audit & Risk Management
Directorate: Resources
Grade: P3

Overall purpose of the job

Group Auditors undertake and manage the planning and delivery of a variety of internal audit assignments. These assignments contribute to the provision of reliable and effective independent assurances, to Cambridgeshire County Council and its stakeholders, considering the extent to which the governance arrangements are fit for purpose and operating well in practice.

More specifically, the key objectives of the role are to manage and complete a portfolio of work in order to:

- Provide an independent and evidence-based assurance to management and other stakeholders that their key risks are being managed effectively.
- Evaluate the effectiveness and proportionality of governance arrangements in place to ensure key system objectives are achieved.
- Ascertain the extent of compliance with key procedures, policies, regulations and legislation adopted by, or imposed upon, the organisation.
- Identify where weaknesses in internal control could lead to inefficiency, waste, fraud or irregularity.
- Recommend effective and proportionate governance improvements to better mitigate risks associated with Corporate, directorate and service objectives.
- Ensure that assurances given in their work is completed in full compliance with the Public Sector Internal Audit Standards.

Group Auditors are also likely to undertake more complex portfolios of work, which may include highly complex Council contracts, commissioning, value for money consultancy-type assignments and open-book reviews of external partners' records.

Main accountabilities

	Main accountabilities
1.	<p>Reporting directly into the Head of Audit, the postholder will undertake and manage the planning and delivery of a variety of internal audit assignments. These assignments contribute to the provision of reliable and effective independent assurances, to Cambridgeshire County Council and its stakeholders, considering the extent to which the governance arrangements are fit for purpose and operating well in practice. Through these assignments the postholder will contribute to the audit service:</p> <ul style="list-style-type: none"> • Providing strategic challenge and advice as well as innovative, pragmatic recommendations to senior management to improve the Council's governance framework, control of risk, achievement of objectives, and value for money; considering best practice, central government policy and legislative requirements. • Driving organisational improvement through reviewing the implementation of agreed actions to address risks to the Council's achievement of objectives.

	<ul style="list-style-type: none"> • Providing effective assurance over complex partnership and joint working arrangements including the Combined Authority, shared services with Peterborough City Council, and NHS partners, as required. • Managing and delivering Cambridgeshire's joint audit arrangements over Lead Authority key financial systems. • Reviewing high-value contractual arrangements, incorporating open-book assurance where possible, to ensure that these are operating in accordance with the terms of the contracts and value for money is being achieved through contract management activities.
2.	To manage and supervise the undertaking of audit assignments by more junior staff members, ensuring 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.
3.	When completing their assigned portfolio of audit assignments, to plan and manage the use of allocated staff resources, to develop staff professionally and initiate staff development to ensure plans and targets are achieved. Assisting with the management of the Internal Audit Apprenticeship scheme.
4.	To maintain good relations with key stakeholders across all audited parts of CCC and to provide advice and guidance that can be given to managers of CCC on any issues relating to governance arrangements including the management of risk or irregular activity.
5.	As part of the Audit Service management team, to support the Head of Internal Audit in the operational management of the Internal Audit and Risk Management Service.
6.	Flowing from a commitment to continual professional development (CPD is an essential part of maintaining the professional qualification status), the postholder will fully contribute to the development of the Internal Audit service. This is a key shared responsibility, ensuring continual improvement by developing new processes and strategies to ensure effective and efficient delivery and enhanced outcomes & performance.
7.	To be and remain up-to-date in matters of regulation and legislation insofar as they are required for the duties to ensure legal and regulatory compliance.
8.	To represent Internal Audit within and outside CCC in order to confidently provide assurance to the organisation internally and to external auditors that financial systems are controlled adequately.
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.