

## Principal Auditor – Person Specification

**Job Title:** Principal Auditor

**Service:** Internal Audit & Risk Management

**Directorate:** Law & Governance, Strategy & Partnerships

**Grade:** P2 (£42,970 - £45,987 as at 1<sup>st</sup> April 2023, pay award pending for 2024/5)

### Qualifications, knowledge, skills and experience

*Minimum level of qualifications required for this job*

Qualifications Required	Subject	Essential/Desirable
<b>Relevant professional qualification</b>	<p>Qualified Accounting Technician (AAT) or CCAB Chartered Accountant; or Certified Internal Auditor (CIA) or Chartered Internal Auditor (CMIIA); <u>and/or</u></p> <p>Actively studying (or willing and able to study) towards a recognised / relevant professional qualification (e.g. CIPFA / PIIA / CMIIA).</p>	Essential
<b>Education</b>	Bachelor's Degree or equivalent.	Desirable

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

Identify	Describe	Essential/Desirable
<b>Knowledge</b>		
Internal Audit theory and techniques	<p>Comprehensive and in-depth knowledge, familiarity with and enthusiastic interest in all internal audit techniques and services.</p> <p>Able to demonstrate understanding of corporate governance, risk management and assurance principles and practice.</p> <p>Demonstrate understanding of how Internal Audit should operate in a large, complex and diverse environment.</p>	Essential
	<p>In-depth knowledge of an internal audit specialism or specialisms. For example: contract audit, contract management and open-book reviews; IT Audit; risk management; or the investigation of fraud.</p> <p>Up-to-date working knowledge of all relevant and appropriate legislation, standards and codes relating to Internal Audit, including PSIAS.</p>	Desirable
<b>Skills</b>		
Communication	<p>Excellent communication skills both written and verbal, in particular, strong influencing, negotiation and diplomacy skills.</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>	Essential

	<p>Aptitude in developing constructive working relationships; customer-focussed in delivering work assigned and in responding to ad hoc queries.</p> <p>Ability to work confidently with managers at all levels within the Council 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>	
Teamwork, Managerial and Supervisory	<p>Ability to manage and motivate staff to deliver Internal Audit services to tight deadlines.</p> <p>Capacity to assess, develop and train others.</p> <p>Ability to instil confidence in staff and have confidence to allow them sufficient freedom to act on their own initiative to solve problems.</p>	Essential
Decision Making and Analytical:	<p>Strong decision-making skills and the ability to exercise sound judgement.</p> <p>Ability to identify relevant data and information; and the ability to analyse information and find creative and innovative solutions to problems.</p> <p>Ability to understand complex issues and provide sound, professional and reliable advice across a broad spectrum of responsibility.</p> <p>Ability to determine the appropriate regulation, policies and legislation pertinent to the audit in question and draw out the key points.</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. Ability to cope with demanding workloads by prioritising and delegating work effectively to meet tight deadlines.</p> <p>Ability to manage a range of complex issues and conflicting priorities personally and through delegation.</p>	Essential
Creativity:	<p>Drive to lead and embrace change. 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.</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>	Essential
Adapting and Coping:	<p>Demonstrates flexibility of ideas in the face of change. Professional resilience.</p> <p>Works productively under high pressure, maintaining a positive outlook.</p>	Essential

Experience		
Internal Audit	Significant internal audit experience, ideally having worked in a relevant sector, for example in a local authority (or similar) setting.	Essential
	Experience of delivering reviews, including audit specialisms. For example: contract audit, contract management and open-book reviews, project reviews, IT Audit, Risk Management and the audit of Fraud.  Good understanding of the essential requirements of effective risk management.	Desirable
Independence	Self-motivated, demonstrable experience of using own initiative and delivering work within tight timescales and meeting performance targets.  Experience of working alone and as part of a team.	Essential
Stakeholder management	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.  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.	Essential
Staff Management	Demonstrable experience of managing and supervising staff, including quality control and people management. Experience of resource planning and allocation.	Desirable
Communication	Experience of writing reports and giving presentations.	Essential
Work experience	Demonstrable experience of delivering work in line with team policies/procedures and of working in a systematic, methodical way.  Experience of monitoring quality and performance and achieving set goals and objectives.	Essential
	Experience of undertaking data analysis and solving problems.  Experience of risk management, policy development, financial management, project management, or other related disciplines highly desirable.	Desirable
IT and Systems	Microsoft Office knowledge. Proficient in the use of Word and Excel, and ability to interrogate financial systems.	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.
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### 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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