

AUDITOR			
Reference No:	I48		
Service:	Finance – Audit and Risk Management		
Job Family:	Audit/Risk Management	Grade:	FC9

Purpose
Lead an Audit Team within a robust, efficient and professional Internal Audit Function that is compliant with all appropriate legislation, including the Public Sector Internal Audit Standards (PSIAS) and which supports the development and application of corporate governance.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - criteria can apply to more than one task or responsibility	E	D
Leading an Audit Team within the Internal Audit function, ensuring that service levels and customer satisfaction are met and continually improved, and audit plans are delivered to agreed priorities and timescales.	<p>Full membership of the IIA or a CCAB recognised body or equivalent</p> <p>Educated to Degree level or equivalent</p> <p>Organisational skills and the ability to manage conflicting demands</p> <p>Ability to supervise and manage workload of staff within an Audit Team and to ensure audit plans are met to agreed priorities and timescales through co-ordination of team activities and supervision</p> <p>Experience of leading an Audit Team within an Internal Audit function</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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Developing and maintaining core IT skills and specialist knowledge and expertise, which may include IT Auditing, Corporate Fraud and Continuous Auditing.	Core IT Skills (Word, Excel, SharePoint, Outlook) Recognised IT Audit Qualification Recognised Corporate Fraud Qualification Experience in data analytics and continuous auditing	✓ 	 ✓ ✓ ✓
Preparing audit planning documentation, e.g., Audit Terms of Reference and Control Summaries for the review and approval of the Audit Team Manager.	Experience of preparing audit planning documentation, e.g., Terms of Reference and Control Summaries/Audit Programmes	✓	
Carrying out audit work as required by the Audit Team Manager in accordance with agreed standards, guidance and procedures, to achieve successful delivery of audit plan priorities and timescales. Contributing to provision of assurance on control arrangements and risk relating to programmes and projects across the Council, IJB and Pension Fund. Contributing to programme and project boards, working groups and other groups.	Experience of carrying out audit work in accordance with agreed standards, guidance and procedures, with a proven record of delivery against audit plan. Experience of providing assurance in relation to programmes and projects Experience of contributing to programme and project boards, working groups and other groups	✓ 	 ✓ ✓
Reviewing audit working papers to ensure that audit control objectives have been achieved, findings and recommendations are supported by evidence, and performance standards have been met.	Experience of reviewing audit working papers, ensuring that control objectives have been met, findings and recommendations are supported by evidence, and performance standards are met		✓
Compiling / reviewing audit reports with practical and proportionate recommendations that protect the interests and integrity of the Council, IJB and Pension Fund, assessing the risks associated with alternative courses of action.	Experience of compiling and reviewing audit reports. Assessing risks and reaching appropriate evidence-based conclusions, and making practical, proportionate recommendations for action and improvement		✓

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Participating in planning, organisation and monitoring of activities within Audit Services as required by the Audit Team Manager.	Experience of contributing to the preparation of audit plans.		✓
Liaising with all levels of management and staff during the conduct of audit work from initial meeting to conclusion, as directed by the Audit Team Manager. Providing clear and focused advice, guidance and support to Service Management and other stakeholders. Building strong relationships with colleagues and partners so that work is integrated with, and supports, other relevant work in the Council, IJB and Pension Fund. Working with elected members to respond to queries and improve customer experience.	Experience of contributing positively to the establishment and maintenance of adequate relationships and communications with customers Persuasive and influential oral and written skills and the ability to manage potentially contentious interactions Experience of providing clear and focused advice and support to Service management and other stakeholders Political awareness and familiarity with the requirements for public accountability in a public sector organization Experience of information security and maintaining confidentiality	✓ ✓ ✓ ✓	✓ ✓
Ensuring compliance with statutory, regulatory and governance requirements and reporting to strategic and other relevant Committees and Boards as part of the Council, IJB and Pension Fund's governance framework.	Knowledge and awareness of relevant regulations, legislation and statute.	✓	
Developing and implementing solutions for continuous improvement, making best use of resources, technologies and the opportunities to work more effectively with partners.	Ability to analyse problems and determine creative and practical solutions Experience of championing and managing change	✓	✓

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<p>Ensuring that the Audit Team acts as a role model, demonstrating a high level of ethics and professionalism across the organisation.</p> <p>Providing professional leadership and support to the Team and others through personal and team development, coaching, managing attendance, monitoring performance and conduct, project work and sharing knowledge, within and across teams.</p>	<p>High standard of personal and professional integrity and evidence of exemplary behaviour in relation to ethics and professional standards</p> <p>Evidence of displaying leadership behaviours and providing clear direction to support change</p> <p>Ability to relate to members of the Team and display empathy and sensitivity toward Team members.</p> <p>Ability to engender a positive performance culture and to motivate, empower and coach others to give their best</p> <p>Ability to develop the technical expertise and specialist knowledge of junior Team members</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>To deputise for the Audit Team Manager, when required.</p>			
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>