

AUDIT TEAM MANAGER			
Reference No:	H45		
Service:	Finance – Audit and Risk Management		
Job Family:	Audit/Risk Management	Grade:	FC10

Purpose
Lead and manage 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 and managing the Internal Audit function, making sure that strategies and priorities are set, service levels and customer satisfaction are continually improved, and work-plans deliver to agreed priorities. Participating in the planning, organisation and monitoring of activities within Audit Services.	<p>Full membership of the IIA or a CCAB recognised body or equivalent</p> <p>Educated to Degree or equivalent</p> <p>Experience of leading and managing an Internal Audit function</p> <p>Experience of translating strategy into plans, with a record of successful delivery in governance, monitoring and control</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Role Profile

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
	Organisational skills and the ability to manage conflicting demands Recognised IT Audit Qualification	✓	✓
<p>Providing clear and focused advice, guidance and support to managers, the Council Executive Team, and other stakeholders.</p> <p>Compiling / reviewing reports with recommendations to managers and the Council Executive Team that protect the interests and integrity of the Council, IJB and Pension Fund, assessing the risks associated with alternative courses of action.</p> <p>Ensuring compliance with statutory, regulatory and governance requirements, reporting to strategic and other relevant Committees and Boards as part of the Council, IJB and Pension Fund's governance framework.</p> <p>Working with elected members to respond to queries and improve customer experience.</p>	<p>Experience of providing consistent, high quality, trusted advice and support to senior managers, and tackling critical issues</p> <p>Experience of reaching appropriate evidence-based conclusions and practical, proportionate recommendations for action and improvement.</p> <p>Persuasive and influential oral and written skills and ability to manage potentially contentious interactions</p> <p>Core IT Skills (Word, Excel, Sharepoint, Outlook)</p> <p>Comprehensive knowledge and awareness of relevant regulation, legislation and statutory requirements</p> <p>Experience of working with elected representatives</p>	✓ ✓ ✓ ✓ ✓	✓
<p>Contributing to the achievement of the key priorities and milestones set out in the Plan for Fife, as well as other relevant national and local strategies.</p> <p>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.</p> <p>Contribute to programme and project boards, working groups and other groups.</p>	<p>Political awareness and requirements for public accountability in a public sector organisation</p> <p>Able to see the broad implications of events as well as understand the details</p> <p>Understanding of the national agenda influencing local government in Scotland</p>	✓ ✓	✓

Role Profile

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 and managing a professional and effective Corporate Fraud and Continuous Auditing function and ensuring promotion of an anti-fraud culture across the Council, IJB and Pension Fund.	Up-to-date knowledge and understanding of relevant regulation, policy and best practice in relation to prevention, detection and investigation Experience of leading and managing a Corporate Fraud Team	✓	✓
Contributing to provision of assurance on control arrangements and risk relating to programmes and projects across the Council, IJB and Pension Fund.	Proactive approach to providing assurance in relation to programmes and projects Experience of provision of assurance in relation to programmes and projects	✓	✓
Developing and implementing solutions for continuous improvement, making best use of resources and technologies, and opportunities to work more effectively with partners.	Ability to analyse problems and determine creative and practical solutions Experience of championing and managing change, promote and model different ways of working, including collaborative working Experience of working with partners in the public, third and private sector Commercial awareness	✓ ✓	✓ ✓
Ensuring that the Audit function acts as a role model, demonstrating a high level of ethics and professionalism across the organisation. Providing professional leadership and support to team, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge, sharing within and across teams. Developing and maintaining core IT skills, and specialist knowledge and expertise including IT Audit, corporate fraud and continuous auditing.	High standard of personal and professional integrity and evidence of exemplary behaviour in relation to ethics and professional standards Evidence of personally displaying leadership behaviours and providing clear direction to support change with genuine delegation and staff empowerment	✓ ✓	

Role Profile

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
	Able to engender a positive performance culture and to motivate, empower and coach others to give of their best	✓	
	Staff development skills	✓	
Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance at all times with the Council's financial regulations.	Financial management skills	✓	
To deputise for the Service Manager, Audit and Risk Management, when required.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

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.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.