

## JOB DESCRIPTION

### JOB DETAILS

**Directorate:** Corporate Resources

**Post title:** Internal Auditor

**Post number:** CCDP

**Post grade:** F

**Section:** Audit and Governance

**Responsible to:** Head of Audit and Governance

**Responsible for:** Delivery of the internal audit plan as well as providing consultancy and advice to management on how to improve systems and processes, minimize risk and ensure the robustness of the council's overall governance framework.

### MAIN PURPOSE OF JOB

Through the completion of individual audit assignments, this will help contribute towards the delivery of the six-monthly internal audit plans. The outcome of this work will give assurance to management and Members (Audit and Governance Committee) as to the adequacy of the council's internal control environment.

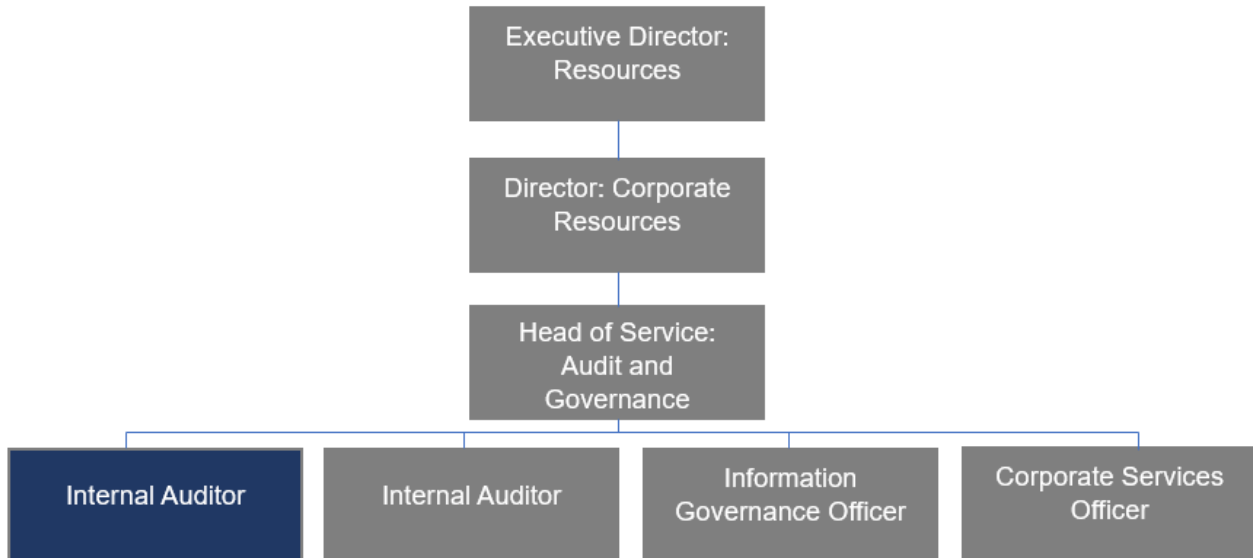
To have a good corporate overview of the council's activities, providing support and guidance to management on risk, governance and internal control. To act as an effective arm of management to help improve business processes.

### SPECIFIC DUTIES

- Completion of individual audit assignments, to contribute towards the delivery of the six-monthly internal audit plans. Each assignment will deliver an opinion on the adequacy of the system being audited and where appropriate make recommendations to improve the level of control.
- To ensure all audit assignments are undertaken in accordance with Public Sector Internal Audit Standards (PSIAS), in particular the production of high-quality working papers and reports.
- Where appropriate, undertake follow-up work and determine if previous audit recommendations have been implemented and report accordingly on findings of the work.
- To provide advice and consultancy to officers on control or compliance issues, for example, risks associated with the implementation of any new systems or operational compliance with the council's Contract Procedure Rules and Financial Procedure Rules.
- Under the supervision of the Head of Audit and Governance to support any special investigations that may arise.
- To attend key corporate working groups or internal project boards and provide consultancy and advice on risk, opportunities, governance and internal control.
- Through networking both locally, regionally and nationally, keep abreast of emerging issues and best practice and consider how these may be developed within the council.
- To support or undertake corporate improvement work, such as the development of policies, new procedures or changes to systems.

- To undertake continued professional development that is relevant to the role.

## ORGANISATIONAL CHART



## KEY WORKING RELATIONSHIPS

- Executive Director: Resources and S151
- Director: Corporate Resources (also Chief Audit Executive)
- Head of Service: Audit and Governance
- Internal Auditor
- Heads of Service
- External Audit

## RESOURCES

The postholder will make a significant contribution in providing senior management and members with assurance as to the councils overall control environment.

## PHYSICAL DEMANDS

The role is desk-based, with occasional need for travelling to attend training courses.

## MENTAL DEMANDS

The role requires general awareness and attention to any sensitivities that may be present in audit assignments. As part of the production of the audit report, this may involve delivering adverse audit opinions to clients. The corporate advisory nature of the role may lead to competing deadlines.

## WORKING ENVIRONMENT

The postholder will spend the majority of their working time within an office or home-environment- in accordance with the council's Agile Working Policy.

## ALL STAFF RESPONSIBILITIES

To adhere to all Council Policies, in particular Equal Opportunities.

To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.

Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

## HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

[To manage risk and to help formulate and comply with the Council's Corporate Health, Safety and Welfare Plan, and to ensure that both systems and premises under your control are maintained in an acceptable standard to ensure the risk management and health and safety of staff and visitors.] **Delete if not a management position**

## PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Educated to degree level or equivalent or significant experience in a relevant field.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Recognised Internal Audit qualification e.g. CIA.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
Evidence of continuous professional development and willingness to learn new skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
EXPERIENCE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Experience in an audit environment or alternatively experience from a risk, project or compliance background.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Experience at Senior Auditor/ management level.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview

Experience of working as part of a team in a busy working environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Knowledge of the Public Sector Internal Audit Standards (PSIAS) and its application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Knowledge of local government and how it operates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Excellent administrative and organization skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
High standard of written English, with excellent attention to detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work at pace and manage a varied workload.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work on own initiative with minimal supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to communicate clearly and confidently with people at all levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to build constructive and effective working relationships.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Excellent analytical and problem-solving skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
<b>BEHAVIOURS / ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Customer focused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Open to change and commitment to continuous improvement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Calm, helpful, co-operative disposition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Accuracy and attention to detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Challenging and inquisitive.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Conscientious.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Strong interpersonal and client liaison skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview

Methodical approach to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Sensitivity towards the culture of the organization and its political complexities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
The resilience necessary to overcome obstacles and resistance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work within a team as well as independently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview