Staffordshire County Council

Job Title: Auditor
Grade: 10

About the Service

The Internal Audit Section provides a range of services to the County Council and external partner organisations with the aim of providing strategic and operational advice on the systems of internal control, securing stewardship, and supporting effective decision making.

The Internal Audit Service is the key player in influencing and informing the decision-making process on the control environment of the County Council and its partner organisations to provide a primary source of assurance on strategic and operational objectives to ensure organisational outcomes are achieved.

About the Role

To deliver and quality assure a portfolio of assigned audits and reports across the County Council and partner organisations, in accordance with agreed timescales and compliant with the Global Internal Audit Standards in the UK Public Sector and Accounts and Audit Regulations Legislation. This role also assists with counter-fraud and special investigations work.

Reporting Relationships

Responsible to: Audit Managers

Responsible for: Audit Assistants

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Key Accountabilities:

1. Contributing, as a team member, to the delivery of internal audit services compliant with Public Sector Internal Audit standards and Accounts & Audit Regulations, for Staffordshire County Council and other public sector partners.

2. Undertaking a portfolio of audits as agreed with the Audit Manager, including identification, assessment and reporting of control weaknesses and risk. Providing cost effective and proportionate recommendations for improvement and risk management across the organisation.

3. Negotiation and agreement of audit terms of reference and recommendations with officers across the organisation.

4. Tracking implementation of recommendations contained in audit reports, to assist the Chief Internal Auditor and Audit Managers in reporting to Members and the Senior Leadership Team.

5. Planning and conducting interviews with staff at all levels, using different types of questioning, to maximize the amount of information obtained. Monitoring the results of interviews, being alert to any indications of fraud or other irregularities, and report accordingly.

6. Identifying potential areas of fraud arising from weaknesses within the control environment and assessing the risk. Using all opportunities to promote anti-fraud, anti-bribery and anti-corruption culture within the Council to aid in the prevention and detection of fraud.

7. Collaborating in the detection and monitoring of fraud or other irregularities, including conduct of financial analysis and fraud investigation interviews, liaison with police and other statutory bodies, and court attendance as required.

8. Providing Senior Officers with regular and on-going advice regarding business processes and the changing organisational control environment to inform business planning/achievement of outcomes, including attendance at working/project groups and senior management meetings as required.

9. Undertaking procurement audits against the corporate and statutory regulations for letting and managing contracts.

10. Developing and maintaining proactive working relationships with corporate and external clients. Representing the authority at meetings with external partners and using all opportunities to promote the Internal Audit service both externally and within the organisation.

11. Managing a small team including co-ordination of work plans, monitoring performance and finding solutions to problems. This will include a quality assurance role for the work produced by Audit Assistants where allocated by the Audit Manager.

12. Pro-actively offer support and informal coaching to colleagues to aid development.

13. Ensuring adherence to the corporate governance framework as part of Internal Audit work.

14. Facilitating accountability and transparency to the civil society through provision of independent assurance.

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Person Specification

Qualifications/Professional membership

- CCAB Qualification (preferably CIPFA) or CMIIA qualification

Knowledge and Experience

- Relevant experience within the finance function of a public or private sector organisation.
- Practical experience in the areas of internal audit and reporting.
- Experience of negotiating and influencing audit clients to achieve acceptance of proposals for change/transformation.
- Experience of leading a team, using their skills effectively to achieve required outcomes.
- Experience of using analytical reviews in more complex situations.
- Sound knowledge of the principles of Internal Audit.
- Wide organisational knowledge across the Local Authority activities & outcomes.
- Knowledge of Public Sector Internal Audit Standards and Accounts & Audit Regulations.
- Sound knowledge of sampling techniques and the impact of sample sizes on audit processes
- Sound knowledge of computer assisted audit techniques, outputs and interpretation.
- Aware of developments in procurement and contact auditing.
- Understanding of the organisation's culture, including the contribution of Internal Audit to achieving business outcomes.
- Practical experience of utilizing fundamental ICT systems to facilitate the completion of audit assignments

Skills

- Ability to work on own initiative.
- Ability to present complex issues to different audiences; and to change attitudes and behaviour in a work situation.
- Ability to deal with conflicts in a reasoned, persuasive manner.
- Ability to use analytical data to draw conclusions and plan action.
- Ability to write complex reports with a minimum level of assistance.
- Ability to develop appropriate testing strategies to give assurance that objectives are being met.

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- Ability to understand and resolve complex problems.
- Ability to apply the principles of internal audit to quickly understand the processes and control environment of a new public sector client.
- Ability to support, motivate and develop colleagues in a team of fellow professionals.

This post is designated as a casual car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.