

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Principal Auditor	<b>Grade:</b> Link Grade PO4/5
<b>Section:</b> Internal Audit	<b>Directorate:</b> Finance
<b>Responsible to following manager:</b> Audit Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b>	<b>Last review date:</b>

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

Assist the Audit Manager by monitoring the delivery of audit work across partner authorities, ensuring quality standards and performance targets are met.

Develop areas of specialism and assist in the scoping, management and review of work in those areas working across the partnership

## Specific Duties and Responsibilities

### PO4

- To assist the Audit Managers and Deputy Head of the Shared Service in the management of the internal audit service to ensure the delivery of a cost effective service which complies with audit standards, meets the achievement of objectives and in accordance with relevant codes and legislation.
  
- To assist the Audit Managers and Deputy Head of the Shared Service in preparing the strategic and annual operational audit plans for the Partnership, (in liaison with External Audit) for discussion and agreement with the Head of the Shared Service, Senior Managers and the Shared Service Board.
  
- To assist the Audit Managers and Deputy Head of the Shared Service in delivering the strategic and annual operational audit plans for each of the partner Authorities
  
- To assist the Audit Managers and Deputy Head of the Shared Service in producing reports to the Joint Board, Senior Management, External Audit and Members in accordance with agreed reporting structures and timescales, including reporting on performance, resources, matters of audit policy and direction, and significant audit issues/recommendations and their implementation.
  
- To undertake audit assignments and high level project work as directed by the Deputy Head of Audit and Audit Managers. This includes preparing planning documents, liaising with clients, attending meetings and undertaking all work to professional and quality standards within agreed time constraints and reporting deadlines.
  
- To provide advice, guidance and/or training to Members and Officers on internal control, assurance and risk management issues including as part of the implementation of new systems, procedures and service practices.
  
- To ensure that general information governance procedures are followed within the internal audit team, such as ensuring that internal auditors have appropriate access to, share and retain information (both paper and electronic) in accordance with relevant regulations and legislation.

### Additional Duties to progress to PO5

- Leads and directs the team in the absence of the Audit Manager or Deputy Head of the Shared Service and leads on delivering the plan for at least one authority.
- Undertakes full line management responsibilities for Auditors/Trainee Auditors as directed by the Audit Manager and/or Deputy Head of the Shared Service.
- Supports staff and redirects their and own priorities without constant supervision by the Audit Manager
- Provides complex advice to officers on internal controls, corporate governance and risk management. Participates in professional external groups e.g. CIPFA, LAG
- Able to undertake specialist ICT, Procurement or contract audits

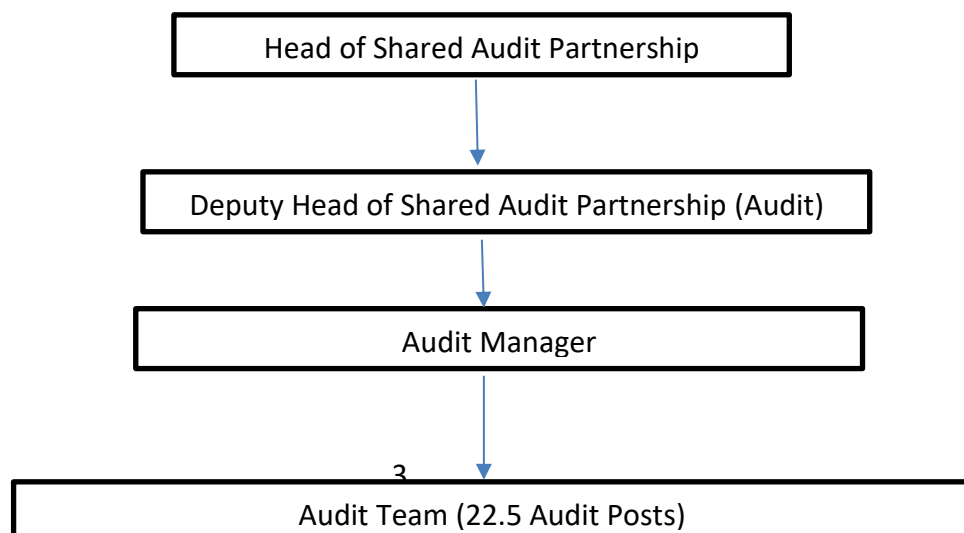
## Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Additional Information

- **It may be necessary, from time to time, for the post-holder to work outside normal office hours at short notice.**
- **You may be required to work in any of the boroughs within the Shared Audit Partnership**

## Team structure





For the current structure please go to The Loop.

*When advertising externally please add the current team structure here and remove the sentence above.*

## Person Specification

<b>Provisional Job Title:</b> Principal Auditor	<b>Grade:</b> PO4/5
<b>Section:</b> Internal Audit	<b>Directorate:</b> Resources
<b>Responsible to:</b> Audit Manager	<b>Responsible for:</b> N/a
<b>Post Number/s:</b>	<b>Date:</b> July 2024

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Requirements	Essential	Desirable	Assessed by A & I/ T/ C
Good understanding of local authority services and governance requirements, and the role of internal audit	Y		A/I/T
Technical knowledge of risk based auditing and other audit approaches	Y		A/I/T
Knowledge and understanding of change management processes		Y	A/I/T
Experience of organising and delivering an individual work plan within set timescales		Y	A/I

<b>Substantial experience in internal audit, with some at a senior level</b>	Y		A/I
<b>Experience of organising and prioritising busy internal audit workload and showing effective management skills, under pressure</b>	Y		A/I
<b>Experience of supervising staff, particularly leading and motivating staff</b>		Y	A/I
<b>Excellent communication skills, verbally and writing with Council members, senior management and other third parties such as external audit and contract auditors</b>	Y		A/I
<b>Analytical and investigative skills</b>	Y		A/I/T
<b>Able to demonstrate high ethical standards and to promote these to IA staff and contractors</b>	Y		A/I
<b>Part Qualified Member of CCAB body or equivalent (eg CMIIA, IIA, AAT) or 5 years audit experience within the Public Sector</b>	Y		A/I

**A – Application form / CV**  
**I – Interview**  
**T – Test**  
**C - Certificate**