

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Provisional Job Title:</b> <b>Auditor</b>	<b>Grade: SO2-PO3</b>
<b>Section:</b> <b>Internal Audit</b>	<b>Directorate:</b> <b>Finance</b>
<b>Responsible to:</b> <b>Audit Manager</b>	<b>Responsible for:</b> <b>N/a</b>
<b>Post Number/s:</b>	<b>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 in maintaining an effective internal audit in accordance with Council policies and practice within the context of the Public Sector Internal Audit Standards.**

**Carry out internal audits to a high standard from start to finish, including the**

completion of a risk assessment, delivery of the fieldwork and production and clearance of a report summarising the findings and recommendations from the work completed.

**Specific Duties and Responsibilities:**

- Undertake, with minimal supervision, risk - based, systems and / or compliance audits for any service area, in either authority, as directed by the Audit Managers, Deputy Head of the Shared Service and / or Principal Auditors. 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 develop and maintain any audit specialism as required by the Audit Managers and Deputy Head of the Audit Partnership
- To foster and maintain links with officers of all departments of both Councils and externally as appropriate
- Interrogate mainframe and other computer systems to obtain data required for audit investigations, with use of CAATS (computer assisted audit techniques) as required.
- To support the Principal Auditors by undertaking reviews of audit work delivered by contract staff and provide feedback to ensure work meets the required standards and external audit requirements
- Assist in the planning and delivery of risk management and assurance framework activities as directed by the Audit Managers and Deputy Head of the Shared Service.
- Provide training and development of other staff by sharing knowledge and expertise as required.
- Supervise other members of staff as required by the Audit Managers, Deputy Head of the Audit Partnership and / or Principal Auditors
- Carry out all work to professional and quality standards required by the Audit Managers, Deputy Head of the Audit Partnership and / or Principal Auditors and external audit requirements
- Any other duties, which may be required commensurate with the grading of this post.

**Additional duties for PO1**

- Prioritises own work with minimal supervision and supervises work of others where required.

- Undertakes major audit assignments allocated from the Internal Audit Plan, as directed by the Senior Auditor or Audit Manager and in accordance with audit programmes, adhering to the Public Sector Internal Audit Standards.
- Draft audit briefs ensuring that they deal with changes in legislation, new audit techniques and new developments, together with changes in practice and systems appertaining to audits undertaken by the service.
- Advises in the development of analytic review techniques and the section's IT equipment to complement the traditional audit techniques.
- Takes the lead role in projects as directed by the Audit Manager or Deputy Head of the Audit Partnership

#### **Additional duties for PO2**

- Assists the Audit Manager/ Deputy Head of the Shared Service in allocating audits to individual members of staff and ensuring that the agreed Audit Plan is adhered to.
- Assists the Audit Manager and Deputy Head of the Shared Service in managing and developing the audit service by taking a lead role in one or a number of audit areas or initiatives/tasks.
- Advises on control issues in the development of IT systems.
- Leads on matters referred to the section by the Chief Executive, Directors and Council Members
- Identifies new ways of working by looking for examples of good practice both within and outside the council and implements them.

#### **Additional duties for PO3**

- Carries out high level Special Projects in major service areas, preparing reports for the Directorate recommending changes to secure effective, efficient and economic use of Council resources.
- Assists in the development of the Audit Service Level Agreements and Business Plan.
- Supervises staff on a regular basis including complex assignments.
- Takes responsibility for supporting and mentoring newer staff.
- Frequently provides high level audit and other financial advice to senior management within relevant departments.

#### **Generic Duties and Responsibilities**

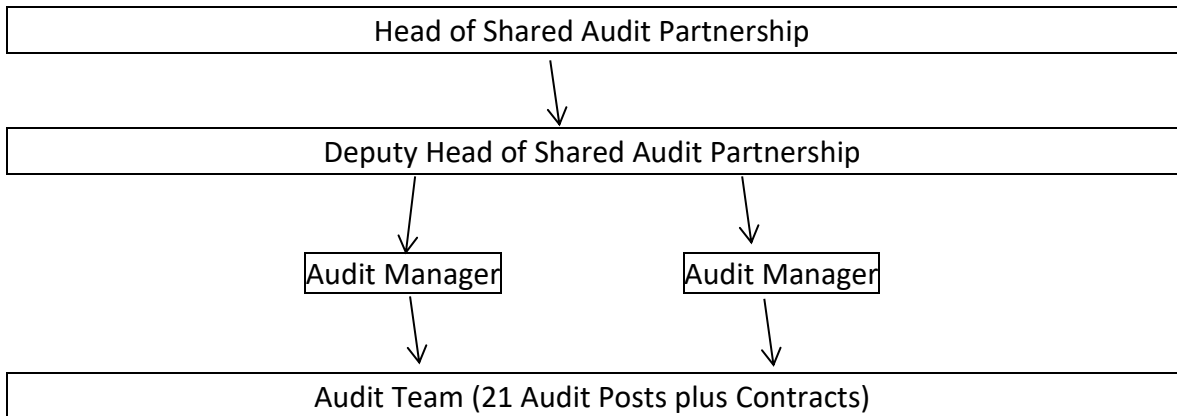
- To contribute to the continuous improvement of the Borough's of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**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**



## Person Specification

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### 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
<b>Knowledge</b>			
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
<b>Experience</b>			
Substantial experience in internal audit	Y		A/I
Experience of organising and delivering an individual work plan within set timescales	Y		A/I

<b>Significant experience of using standard IT packages and ability to support others in their day-to-day use.</b>	Y		A/I
<b>Skills</b>			
<b>Ability to communicate clearly and precisely both orally and in writing</b>		Y	A/I
<b>Ability to manage time in order to deliver a number of tasks within a fixed number of days and by tight deadlines.</b>	Y		A/I
<b>Ability to work within a fixed set of parameters but able to suggest changes in direction based on further evidence</b>		Y	A/I
<b>Part Qualified member of CCAB body or equivalent (e.g., IIA, ACCA, CIPFA) or relevant experience in a Public Sector Role.</b>		Y	A/C

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