



Job Profile comprising Job Description and Person Specification

Job Description

Provisional Job Title: Principal Auditor	Grade: PO4/5
Section: Internal Audit	Directorate: Resources
Responsible to following manager: Audit Manager	Responsible to following manager: N/A
Post Number/s:	Last review date: August 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

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

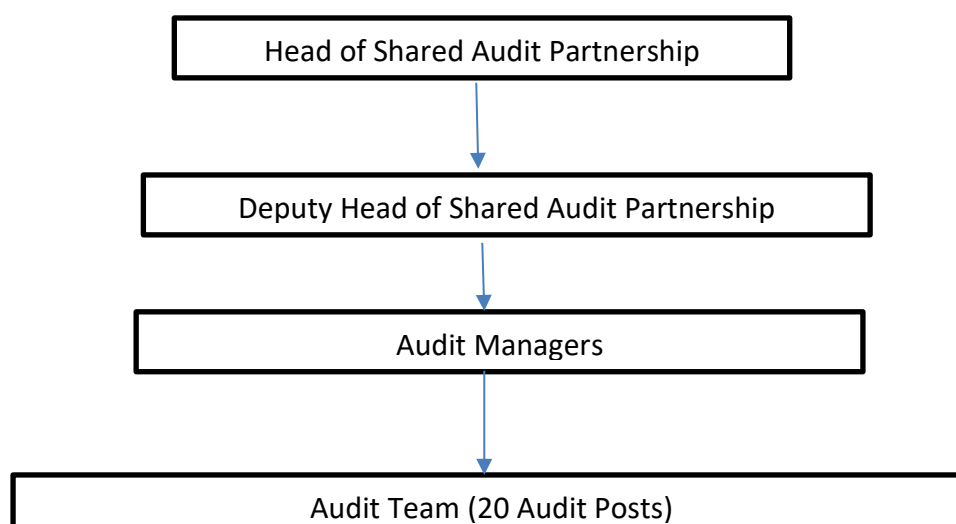
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the 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

Job Title: Principal Auditor	Grade: PO4/5
Section: Internal Audit	Directorate: Finance
Responsible to: Audit Manager	Responsible for: N/A
Post Number/s:	Last Review Date: August 2026

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.



Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
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	Essential	Desirable	Assessed
Experience of organising and delivering an individual work plan within set timescales	Y		A/I
Substantial experience in internal audit, with some at a senior level	Y		A/I
Experience of organising and prioritising busy internal audit workload and showing effective management skills, under pressure	Y		A/I
Experience of supervising staff, particularly leading and motivating staff	Y		A/I
Skills	Essential	Desirable	Assessed
Excellent communication skills, verbally and writing with Council members, senior management and other third parties such as external audit and contract auditors		Y	A/I
Analytical and investigative skills		Y	A/I/T
Able to demonstrate high ethical standards and to promote these to IA staff and contractors		Y	A/I
Qualifications	Essential	Desirable	Assessed
Part Qualified Member of CCAB body or equivalent (eg IIA, ACCA, CIPFA) or 5 years audit experience within the Public Sector	Y		A/I

A – Application form / CV

I – Interview

T – Test

C – Certificate