



Job Profile

Job Title: Principal Auditor	Grade: PO4/5
Section: Internal Audit	Directorate: Finance
Responsible to: Audit Manager	Responsible for: N/a
Post Number/s:	Date May 2025

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Richmond and Wandsworth are the lead authorities for the South West London Audit Partnership which delivers Internal Audit services for Richmond, Wandsworth, Kingston, Merton, and Sutton Councils.

Job Purpose:

Assist the Audit Manager by delivering and supporting more junior staff to deliver high quality audit work across the Councils. Support the Audit Management team 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 support the Audit Management team in administering the internal audit service, ensuring it delivers a cost-effective solution that complies with audit standards and applicable codes and legislation while achieving its objectives.

To support the Audit management team in preparing the strategic and annual operational audit plans for the Partnership.

To support the Audit management team in delivering the strategic and annual operational audit plans for each of the Partners.

To support the Audit management team in producing reports to the Internal Audit Shared Service Board, Senior Management 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 Audit management team. 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 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 To support the Audit management team and leads on delivering the plan for at least one authority.

Undertakes full line management responsibilities for a small number of Auditors/Trainee Auditors as directed by the Audit management team.

Supports staff and redirects their and own priorities without the need for constant supervision.

Provides complex advice to officers on internal controls, corporate governance, and risk management. Participates in professional external groups e.g. CIPFA , London Audit Group.



Able to undertake specialist ICT, procurement, or contract audits.

Generic Duties and Responsibilities

To contribute to the continuous improvement of the Partners' 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 the Partners' 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.

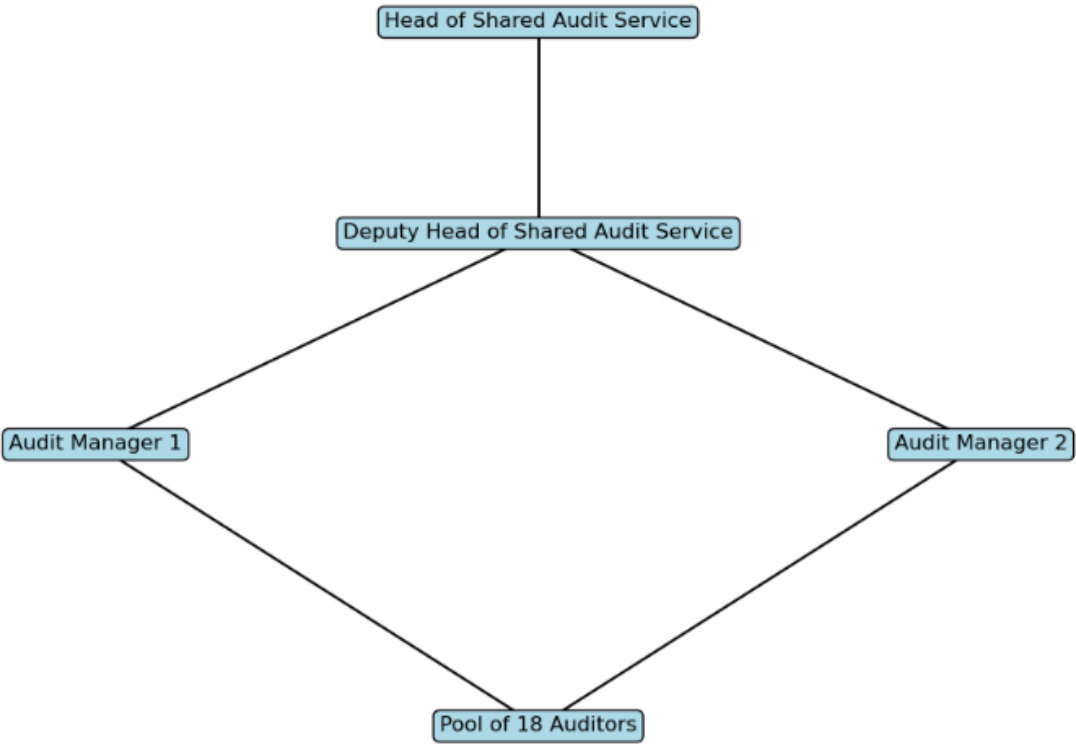
Additional Information

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.



Current team structure



Provisional Job Title: Principal Auditor	Grade: PO4/5
Section: Internal Audit	Directorate: Finance
Responsible to: Audit Manager	Responsible for: Up to two staff
Post Number/s:	Date: July 2024



Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities.

Embrace difference

- Be curious, open your mind to new ideas and different perspectives.
- Listen, learn, and never assume you know.
- Do your part to create inclusive spaces and call out bad behaviour when you see it.
- Be polite, respect people's differences and boundaries.
- Be patient, with one another, being part of a diverse community isn't always easy but it's worth the effort.

Think bigger

Nurture new ideas and support people when they have them
 Harness what we learn from doing new things
 Focus your creativity where change is most needed and aim to see the bigger picture
 Recognise the value of small steps forward and always strive to improve
 Have the courage to try something new and different. Take the initiative when you can

Put people first

- Whatever you're doing, ask: how does this make things better for our residents?
- Treat residents as individuals not statistics...
- Be kind. Put yourself in the other person's shoes
- Make the effort to hear people out and bring people with you
- Put yourself first too. Ask for help when you need it

Lead by example

- Encourage each other to show leadership – wherever you are in the organisation
- Say what you mean and do what you say
- Be generous and recognise other people's contributions
- Be positive. Bring your energy and idealism to everything you do
- Take responsibility and see things through

Connect better

- Find common ground and nurture long-term lasting partnerships
- Think ahead and create the time and space to connect
- Respect other people's time. Connect when you need to
- Be transparent, share knowledge and make the effort to stay in the know
- Be friendly and approachable and communicate clearly



Requirements	Essential	Desirable	Assessed by A & I/ T/ C
Technical knowledge of risk based auditing and other audit approaches.	✓		A/I/T
Experience of managing a varied workload and of dealing with conflicting and changing demands for both you and the colleagues you support.	✓		A/I
Experience of managing and supervising staff, particularly developing, leading, and motivating.		✓	A/I
Excellent communication skills, verbally and in writing.	✓		A/I/T
Able to build strong professional relationships with service leaders and those being audited to build trust and credibility.	✓		A/I
Good understanding of local authority services and governance requirements, and the role of internal audit within that environment.		✓	A/I
Able to demonstrate high ethical standards and to promote these to Internal Audit staff and contractors.	✓		I
Experience of working with Excel, Power BI, or other data analysis software to support our team as we move towards using data analysis techniques in our work.		✓	A/I
IIA qualified/part-qualified at CIA level or above or hold a CCAB or AAT qualification or similar. Alternatively, you will have at least 5 years' experience auditing in a Local Government or other public sector body, charity or not for profit organisation.	✓		A/I/C

A = Application

I = Interview

T = Test

C = Certificate

