

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Audit Manager	Grade: MG1-MG2
Section: Internal Audit	Directorate: Resources
Responsible to following manager: Head of the Shared Audit Service	Responsible for following staff: Jointly Supervises Pool of 18 Officers
Post Number/s: RWR0077	Last review date: July 2023

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth 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 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

The South West London Audit Partnership, hosted by Richmond and Wandsworth Councils provides an Internal Audit Service for the London Boroughs of Richmond, Wandsworth, Kingston, Merton and Sutton and also to Achieving for Children, a Community Interest company set up to deliver Childrens Services to Richmond and Kingston Councils.

The Audit Manager plays a crucial role in helping our Local Government partners achieve their objectives by bringing a systematic and disciplined approach to evaluate and improve the efficiency and effectiveness of risk management, control and governance functions.

The Audit Manager will be jointly responsible with the Deputy Head of the Audit Partnership (the Shared Service), for the organisation and management of workloads for all the in house and contract staff operating across the five authorities in the delivery of the internal audit service.

With the support of the Head of Internal Audit, the Audit Manager is responsible for developing and delivering at least two of the partners Audit Plans.

Specific Duties and Responsibilities

1. To represent the Shared Service at meetings with senior management; partner authorities; contract representatives; colleagues in other boroughs; external groups/forums or agencies as required and directed by the Head and/or the Deputy Head of the Shared Service.
2. To deputise for the Head and Deputy Head of the Shared Service where required.
3. To assist the Head and Deputy Head in the management of the Shared Service to ensure that service delivery is efficient and effective and complies with applicable laws, regulations, codes and policies and procedures.
4. To support the Head and Deputy Head of the Shared Service to manage and develop a team of internal auditors, providing guidance, feedback, and professional development opportunities.
5. To assist the Head of the Shared Service in determining the overall strategy, direction and development of the internal audit service, to ensure compliance with legislative obligations and continuous improvement. This includes providing leadership and strategic guidance to team members.
6. With the support of the relevant Head of Internal Audit, to prepare the strategic and annual operational audit plans for at least two of the partner authorities, for discussion and agreement with the Head of the Shared Service, Senior Managers and the Shared Service Board.
7. To be responsible for the delivery of the strategic and annual operational audit plans for at least two of the partner Authorities including:
 - Regular audit monitoring and reporting on performance
 - Commissioning external providers/resources
 - Establishing and monitoring individual work plans
 - Reviewing and supervising the work of the team
 - Developing in house audit skills (e.g., contract audit, I.T. audit)
 - Developing and delivering a robust framework for following up audit recommendations

- Liaising with External Audit
8. Be the key point of contact for the administration, control and management of the internal audit software.
 9. To oversee the resourcing of the audit plans across the Shared Service, working with the Deputy Head to ensure that there is sufficient capacity and to procure external resource where required.
 10. To support the Head and Deputy Head of the Shared Service with the production of reports for the 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. This includes the presentation of reports to Audit Committee and other meetings as required.
 11. To review, monitor and benchmark working methodology, processes, quality standards, costs and performance to ensure that the internal audit service continues to develop and offer a high quality and cost-effective service which adds value to management and conforms to the Public Sector Internal Audit Standards. This includes participation in benchmarking groups and exercises as required.
 12. Management of permanent and contract auditor including regular supervision and performance management in accordance with corporate procedures.
 13. Provision of leadership and support to team members to encourage and facilitate professional development.
 14. 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.
 15. To be responsible for general information governance procedures within the internal audit team, to ensure that internal auditors have appropriate access to, share and retain information (both paper and electronic) in accordance with relevant regulations and legislation.
 16. To assist the Head and Deputy Head of the Shared Service with the development of the data analytics strategy and service plans.
 17. To be responsible for ensuring that the Internal Audit Service meets the needs of the ISO27001 for Richmond and Wandsworth Councils.

Progression Criteria

MG2

- The post holder will act as Head of Internal Audit for Achieving for Children, responsible for:
 - Preparation and delivery of the annual audit plan
 - Liaison with External Audit
 - Preparing reports for, and attending the Audit and Risk Committee to present them
 - Agreeing in-year changes to the plan

Generic Duties and Responsibilities

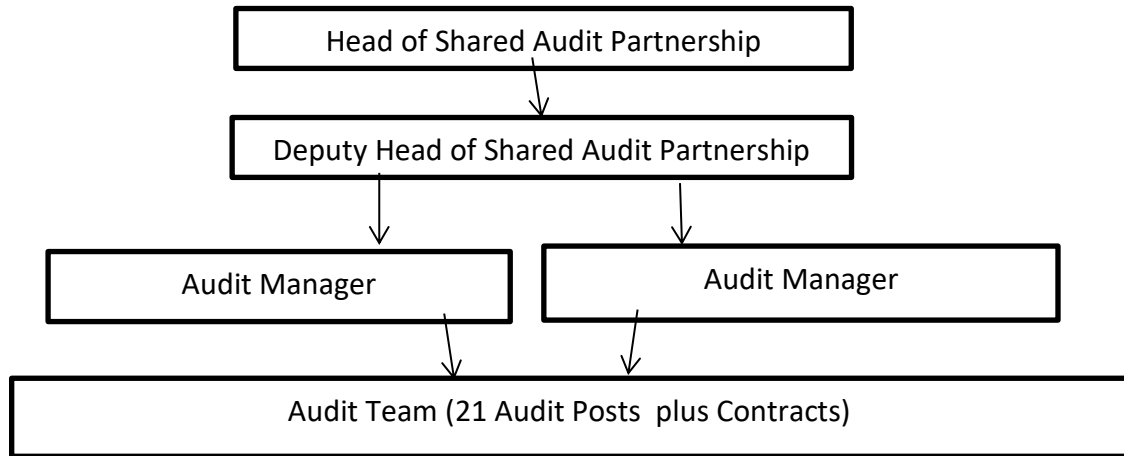
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, 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 role within the council.
- The profile is not intended to be an exhaustive list of 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

Wandsworth will be the main office base, but internal audit staff will be required to operate on site at the four locations as required to fulfil their duties. The Audit Manager post will be expected to manage staff across at least two of the locations as directed by the Head of the Shared Service, and work between these sites on an equal basis, or proportionate to the volume of work undertaken at those partner authorities.

In the performance of all your duties, and in particular in the support and management of staff, to implement all Council policies and procedures necessary to meet customer care needs and to reflect the Council's vision and values.

Team structure



Person Specification

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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 in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
An understanding of local authority services and governance requirements, and the role of internal audit	✓		A/I
Excellent knowledge and understanding of relevant legislation and regulations governing internal audit services	✓		A/I/T
Technical knowledge of risk based auditing and other audit approaches	✓		A/I

Experience	Essential	Desirable	Assessed
Experience of successfully managing Internal Audit functions		✓	A/I
Experience of managing, leading, developing and motivating staff	✓		A/I/T
Extensive experience in internal audit and some at a senior level	✓		A/I
Evidence of successfully managing change		✓	A/I
Experience of representing Internal Audit in meetings with key stakeholders, for example, Senior Leadership and Audit Committees	✓		A/I
Skills	Essential	Desirable	Assessed
Excellent oral and written skills to provide clear and concise messages	✓		A/I/T
Able to complete high level complicated and sensitive audit assignments at the highest level in an organisation	✓		A/I
Able to effectively allocate staff resource to appropriate audit engagements		✓	A/I/T
Ability to organise and prioritise own workload, to work under pressure and meet deadlines.	✓		A/I
Able to demonstrate high ethical standards and to promote these to IA staff and contractors	✓		A/I
Able to demonstrate a 'can do' attitude and a willingness to find solutions to problems	✓		A/I
Qualifications	Essential	Desirable	Assessed
Fully Qualified member of CCAB body or equivalent (e.g. IIA, ACCA, CIPFA). Candidates that do not currently hold a full qualification should be working towards completion or be prepared to commence a programme of study after successfully completing the probationary period		✓	A/I/C

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