



Job Profile

Provisional Job Title: Auditor	Grade: SO2-PO3
Section: Internal Audit	Directorate: Finance
Responsible to: Audit Manager	Responsible for: N/a
Post Number/s:	Date: October 2025

Working for the Richmond/ Wandsworth Better Service Partnership

This role is employed under the Better Service Partnership between Richmond and Wandsworth Borough Councils, providing services to councils with the audit partnership. The overall purpose of the Better Service Partnership 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 Better Service Partnership aims to be at the forefront of 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.

Job Purpose:

Assist in maintaining an effective internal audit in accordance with Council policies and practice within the context of the Global 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.

- Develop and maintain any audit specialism as required by the Audit Managers and Deputy Head of the Audit Partnership
- Foster and maintain links with officers of all Council departments (in the partnership) 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.
- 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.
- Undertake major audit assignments allocated from the Internal Audit Plan, as directed by the senior team members and in accordance with audit programmes, adhering to the Global 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 relating to audits undertaken by the service.
- Support the team’s development of analytic review techniques and the section’s IT equipment to complement the traditional audit techniques.



- Take the lead role in projects as directed by the senior team members.

Additional duties for PO2

- Assist 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.
- Assist 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.
- Advise on control issues in the development of IT systems.
- Lead on matters referred to the service by Chief Executives, Directors and Council Members.
- Identify new ways of working by looking for examples of good practice both within and outside the councils and implements them.

Additional duties for PO3

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

Generic Duties and Responsibilities

- Contribute to the continuous improvement of the Councils in the Audit Shared services.
- Comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- 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.
- Understand the Councils', (in the shared audit partnership), duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council's.

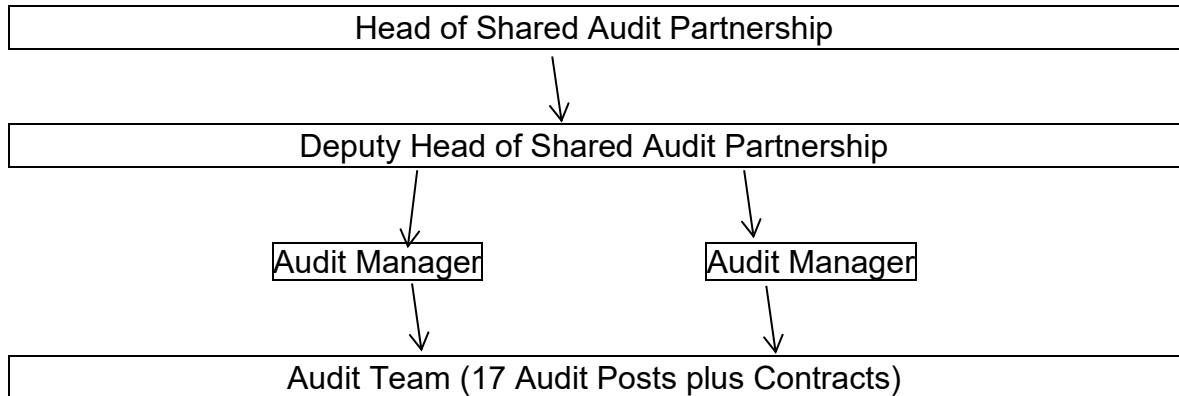


- The Audit Shared Service will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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 Council's 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
Knowledge			
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
Experience			
Substantial experience in internal audit.	Y		A/I/T
Experience of organising and delivering an individual work plan within set timescales.	Y		A/I/T



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