

## ORBIS INTERNAL AUDIT - JOB DESCRIPTION

**Job Title:** Senior Auditor

**Department:** Orbis Internal Audit

**Grade:** PS9 - SCC, M11 - BHCC, SS11 - ESCC

**Responsible to:** Audit Manager

### **Purpose of the Role:**

Internal Audit has a crucial role in ensuring that the Orbis partner councils meet the highest standard of governance, has processes which are appropriate to manage risks and controls and helps ensure that the councils have adequate arrangements for the prevention and detection of fraud and corruption.

The post holder will deliver audit and assurance activities in accordance with recognised professional standards (currently Public Sector Internal Audit Standards).

Formal audit reviews generally involve the documenting of systems and processes, identification and evaluation of risk and control, testing and analysis, report writing and agreement of appropriate actions, along with the provision of advice, support and challenge to clients on risk governance and internal control matters.

The postholder will be required to engage and communicate effectively with officers and senior managers from across client organisations on a regular basis.

The postholder will have a role in developing and maintaining effective working relations with staff and management across the client organisations and contributing to the effective delivery of audit plans on behalf of each partner council.

The postholder will have a role in delivering audit assignments across client organisations contributing to the effective delivery of audit plans on behalf of each partner council. They will therefore need to have the willingness and ability to travel between Orbis partner and customer sites on a regular basis and on occasion attend evening meetings, including relevant audit committees where required.

Whilst experience within Internal Audit is not a requirement for the role, the postholder will need to be able to demonstrate sufficient transferable skills to meet the expectations of the person specification and an interest and willingness to progress in the profession.

The role may also involve carrying out or assisting in the delivery of investigations into suspected irregularities, fraud and corruption.

**Key tasks:**

1. Undertaking internal audit activities in accordance with Internal Audit plans across all Orbis partners and other clients.
2. Agree actions with managers that will improve the control environment where risks or weaknesses are identified during an audit.
3. Clearly communicate the outcome of internal audit work both verbally and written.
4. Provide ad hoc advice and guidance on risk and control matters.
5. Develop and build effective client relationships with customers, clients and senior managers as part of individual audit assignments and through client liaison arrangements.
6. Contribute to the production of the internal audit plan by identifying areas where audit work could be undertaken.
7. Undertake investigations into suspected irregularities, fraud and corruption in accordance with the Fraud Manual.
8. Support the ongoing development of the service by contributing to service wide developmental projects.

The profile describes the general nature of work performed at this level. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will

be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.



## PERSON SPECIFICATION

### Essential education and qualifications

- Certified IIA, Internal Audit Practitioner or Accounting Technician level 4 and/or equivalent level of experience within audit, or,
- Able to demonstrate significant relevant experience obtained in a professional work environment and transferrable skills that will meet the expectations of the role.

### Essential Knowledge

- Knowledge of the professional standards applicable to Internal Audit in Local Government.
- Knowledge of a range of internal audit methodologies and techniques.
- Knowledge of risk management principles.

### Essential Experience

- Experience in a role related/relevant environment
- Experience of report writing and presenting verbal reports to management

### Essential Skills and Abilities

- Written and oral communication skills with good negotiation and influencing skills and the ability to work collaboratively with internal partners/professionals.
- Understanding of data analytics tools and techniques.
- Ability to convey complex information to, and agree actions with, a wide audience, including as part of formal presentations.
- Competent user of common ICT applications e.g. MS Teams, Word, Excel, Outlook etc
- Ability to develop and build effective client relationships with customers, clients and senior managers and foster good client relations as part of individual audit assignments and as part of the client liaison arrangements

- Ability to work on own initiative, manage conflicting work priorities flexibly and undertake assignments within agreed time allocations.
- Tact, confidentiality and sensitivity.
- Ability to work in a multi-disciplinary team and demonstrate a collaborative and co-operative approach and have a flexible approach to work
- Ability to plan ahead and work under pressure.

To uphold the values and behaviours of the organisation and carry out the duties of the post with due regard to policies including the Council's Inclusive Council Policy.

To maintain high standards of health & safety and welfare.

Ability and willingness to travel throughout the south east to other client and partner establishments, on a regular basis where necessary.

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No