

ORBIS INTERNAL AUDIT - JOB DESCRIPTION

Job Title: Principal Auditor

Department: Orbis Internal Audit

Grade: PS11 - SCC, M9 - BHCC, LMG1 - 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 postholder will take a lead role in delivering audit and assurance activities in accordance with recognised professional standards (currently Public Sector Internal Audit Standards).

These activities will include deputising for the Audit Manager and the supervision and delivery of formal audit reviews, involving the documenting of systems, risk and control evaluation, 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 involved in high profile and complex reviews, and regularly need to communicate with Members and senior managers.

The role also involves working with staff at all levels and responsibility for supervising less experienced staff and managing individual audit assignments, deputising for Audit Managers where required.

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

The role may also involve responsibility for delivering audit and assurance activities in specialist audit areas including ICT audit, procurement and contract audit, project and programme assurance and counter fraud.

The role will involve the supervision and delivery of audit and counter fraud activities to all of the partner organisations and other external customers. The post holder is responsible for supporting the development and delivery of internal audit plans, tailored to meet the requirements of the relevant organisation, in accordance with the requirements of proper practice (as currently set out within Public Sector Internal Audit Standards).

The postholder will be expected to supervise staff and the delivery of services to all partner councils and other external customers. They will therefore need to have the willingness and ability to travel extensively between Orbis partner and customer sites on a regular basis and on occasion attend evening meetings, including relevant audit committees where required.

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

Full training will be provided through a robust induction process and on-going support.

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.

Key tasks:

1. Deputising for the Audit Manager, including attending Audit Committee as and when appropriate.
2. Managing and undertaking internal audit activities in accordance with the Internal Audit manual across all Orbis partners and other clients.
3. Agree actions with managers that will improve the control environment where risks or weaknesses are identified during an audit.
4. Clearly communicate the outcome of internal audit work both verbally and written.
5. Support major change programmes and project by providing ad hoc advice and guidance on risk and control matters.
6. Develop and build effective client relationships with customers and clients and senior officers.
7. Contribute to the production of the internal audit plan by consulting with stakeholders and identifying areas where audit work could be undertaken.
8. Undertake investigations into suspected irregularities, fraud and corruption in accordance with the Fraud Manual.
9. Support the ongoing development of the service by contributing to service wide developmental projects.

PERSON SPECIFICATION

Essential education and qualifications

- Relevant Internal Audit or Accounting Qualification and/or equivalent level of experience within an Internal Audit environment.

Essential Knowledge

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

Essential Experience

- Experience of planning and undertaking complex risk based, systems and regularity audits.
- Experience of audit report writing, presenting findings to management and agreeing actions for improvement.
- Experience of managing and supervising the work of other staff.
- Experience in conducting fraud and irregularity investigations.

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.
- Ability to convey complex information to, and agree actions with, a wide audience.
- Ability to plan (in consultation with senior client management) and lead on complex audit assignments and co-ordinate and supervise the work of other audit staff.
- Ability to build, develop and maintain effective relationships with clients, including in areas of service-specific liaison and foster excellent client relations with Senior Managers and Members.

- Accomplished user of common ICT applications e.g. MS Teams, Word, Excel, Outlook etc
- Ability to work on own initiative, plan ahead, manage conflicting work priorities flexibly whilst under pressure and undertake, and manage, assignments to the expected quality and within agreed time allocations.
- Tact, confidentiality and sensitivity.
- Ability to work in a multi-disciplinary team and demonstrate a collaborative and co-operative approach.
- Flexible approach to work.

Commitment to continuing professional development.

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 to other client and partner establishments throughout the south east on a regular basis.

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