

Role Profile

Part A - Grade & Structure Information

Job Family Code	11BF	Role Title	Principal Auditor
Grade	PS11	Reports to (role title)	Audit Manager
JE Band	439-518	Directorate / School	Resources
Date Role Profile was created	Dec-17	Service / Department	Internal Audit
Agile	Information	DBS Requirement	Not Required

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. 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.

Role Purpose including key outputs	<p>To take a lead role in delivering audit and assurance activities in accordance with recognised professional standards.</p> <p>These activities will include 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.</p> <p>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.</p> <p>The role makes a contribution to ensuring that the council meets the highest standard of governance and helps ensure that the council has adequate arrangements for the prevention and detection of fraud and corruption.</p> <p>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 plan.</p> <p>The role may also involve responsibility for delivery audit and assurance activities in specialist audit areas including ICT audit, procurement and contract audit, project and programme assurance and counter fraud.</p>
Work Context	The role will involve the supervision and delivery of audit and counter fraud activities to all of the council. The post holder is responsible for supporting the development and delivery of the internal audit plan, tailored to meet the requirements of the organisation, in accordance with the requirements of proper practice.
Line management responsibility if applicable	The postholder will be responsible for the management of individual audit assignments and the supervising the work of other internal audit staff.
Budget responsibility if applicable	N/A

<p>Representative Accountabilities</p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making. <p>Service Delivery</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. • Ensure professional and quality service standards are maintained and applied within their area of activity. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Lead or contribute to the operation of an efficient and effective service ensuring the work of the team supports service plans and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May monitor, analyse and manage delegated budgets, funding and resources in accordance with organisation's policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
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Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/roles. • Professional qualification or evidence of high. level understanding of relevant business disciplines. • Extensive and comprehensive knowledge of computerised business systems, able to promote the use of IT systems within the service (some roles). • Extensive knowledge of principles, practices, and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with established negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions. • Proven ability to manage a wide range of complex projects or programmes. • Significant work experience at management level in one or more relevant specialist areas. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> • CMIIA, CCAB or equivalent qualification and/or equivalent level of experience. • Understanding of the roles and responsibilities of Internal Audit. • Substantial experience in the delivery of internal audit and counter fraud services, including engagement planning and production of detailed audit reports. • Experience in conducting fraud and irregularity investigations. • Experience in supervising the work of other staff and developing and maintaining effective client relationships.
Role Summary	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>
Reference Number	<p style="text-align: center;">BM-2026-145</p>