

## ORBIS INTERNAL AUDIT - JOB DESCRIPTION

**Job Title:** Internal Auditor

**Department:** Orbis Internal Audit

**Grade:** PS8 - SCC, Scale 6- BHCC, SS10 - 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 assist in the delivery of audit and assurance activities in accordance with recognised professional standards (currently Public Sector Internal Audit Standards). These activities will include supporting more senior staff in conducting formal audit reviews or delivering reviews under the supervision of more senior audit staff.

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 management from across client organisations during the course of delivering audit assignments.

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.

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

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 willing to progress in the profession.

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

**Key tasks:**

1. Supporting and undertaking internal audit activities in accordance with the Internal Audit manual 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 and clients as part of individual audit assignments.
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

- Willingness to undertake professional qualifications or other training as appropriate to meet the needs of the role.
- Educated to NVQ level 3 or equivalent experience

### Essential Knowledge

- Broad understanding of the role of Internal Audit
- Knowledge of the professional standards applicable to Internal Audit in Local Government.

### Essential Experience

- Experience of writing reports and presenting findings to management.
- Experience working in a role related/relevant environment

### Essential Skills and Abilities

- Effective communication skills (both oral and written).
- Competent user of common ICT applications e.g. MS Teams, Word, Excel, Outlook etc.
- Ability to convey information to and agree actions with a wide audience.
- Ability to develop and build effective client relationships with customers and clients as part of individual audit assignments.
- Ability to work on own initiative, plan ahead, manage conflicting work priorities flexibly and when under pressure and undertake assignments within agreed time allocations.
- Ability to foster good client relations.
- Tact, confidentiality and sensitivity.
- Ability to work in a multi- disciplinary team and have a flexible approach to work

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