

Role profile

Job Title:	Senior Auditor	Grade:	13
Department:	Audit & Investigations	Post no.:	
Directorate:	Resources	Location:	Perceval House and Hounslow House

Role reports to:	Deputy Head of Audit
Direct reports:	Up to 2 Trainees / Auditors
Indirect reports:	None

Job description

Purpose of role

- To deputise and support the Deputy Head of Audit and Assistant Director Internal Audit (ADIA) in providing a professional, comprehensive and effective internal audit for the shared service Councils.
- To manage the audit coverage for e.g.:
 - West London Waste Authority
 - Lampton Companies
- To support in the delivery of audit coverage for Ealing and Hounslow.
- To carry out planned and ad-hoc internal audits to a high standard from start to finish, including a completion of a risk assessment, delivery of the fieldwork and production and clearance of a report summarising findings and recommendations.
- Follow-up of audit and anti-fraud recommendations including those made by the Strategic Audit Partner.
- To provide support to the Audit and Investigation Management team in contract management of the Strategic Audit Partner.

- To meet agreed performance targets, at all times being responsible to the ADIA.
- The post will work between the shared services sites as necessary.

Key accountabilities

- To oversee the provision of internal audits by in-house staff for their areas of responsibility (Ealing, Hounslow or Lampton, WLWA and Ealing Broadway). This includes the development and maintenance of a comprehensive process to follow-up recommendations made by the in-house team, audit partner and investigation service.
- Develop a programme of audits to cover Schools maintained by the Council.
- To support ADIA in the day-to-day management of the strategic internal audit partner.
- To lead on Audit Committee support for your area, through drafting of workplan and papers on behalf of the ADIA.
- To plan individual audit assignments in accordance with the Annual Audit Plan, with due regard to client availability.
- To undertake more complex audit assignments, including compliance reviews, visits to Council establishments, schools, and systems-based reviews of Council management systems.
- To oversee the development of trainee auditors/auditors in delivering audit testing on follow-ups compliance, schools, and basic systems work.
- To develop and deliver a programme of follow-ups to cover all recommendations made by internal audit (including the strategic partner) and anti-fraud.
- To support the Assistant Director, Audit, and Investigations in developing and delivery of audit plans across the shared service.
- To deputise for the ADIA.
- To ensure that assignments are conducted with a risk-based approach, in accordance with the professional standards that are defined by IIA and CIPFA's standards and the Audit Manual.
- To support A&I management on key projects co-ordinating with anti-fraud as necessary to help deliver.
- To provide rapid response support and advice on audit and investigation matters following requests to A&I. Co-ordinating with investigations team as necessary to offer single point referral.
- To complete plans and assignments within allocated budget and report to the ADIA where potential variations may arise.

- To manage own time and direct reports with regard to assignment allocations and other work/training obligations.
- To identify and report to Management any system weaknesses or other financial issues which require other audit work and attention.
- To participate actively as a member of the Audit and Investigations team to assist in the continual improvement of service standards, customer satisfaction and performance management.
- To provide technical and professional advice on audit issues to staff throughout the shared service. To represent the Audit and Investigations at internal working groups and contribute on a full range of technical and professional issues as appropriate.
- To represent the Audit Service at internal working groups on a full range of technical and professional issues as appropriate
- While working within well-defined processes and procedures, to contribute to the development of practical and innovative solutions to a range of financial, legislative, logistical, and operational problems.
- To lead on the construction of and delivery of training for key stakeholders for their area.
- As appropriate participate in the development of work programmes to meet changes in circumstances and legislation.
- Maintain links with the Anti-Fraud Team.
- Any other duties reasonably requested by management.
- Carry out all accountabilities in compliance with the Council's Policies and Procedures.

Key performance indicators

- Delivery of their elements of the internal audit plans.
- Delivery of internal audits within agreed timeframes and within KPIs.
- Ensure accurate and reliable information is provided upon request.
- Meeting targets within performance appraisal.

Key relationships (internal and external)

External

- Other Local Authorities

- Council Owned Companies
- Schools

Internal

- This will include all sections of the council.

Authority level

A key member of the Audit Shared Service team.

Develop and managed relationships with senior Council Officers and shared service partners.

Additional Requirement

- Not applicable.

Person specification

Candidates please address the criteria marked with () only in your application. Please give examples**

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Essential knowledge, skills and abilities

1. ** Ability to plan individual audit assignments and manage workload.
2. ** Ability to deliver internal audits from start (scoping) to finish (issuing of final reports)
3. ** A good knowledge of the issues, challenges and risks facing local government, including schools.
4. ** Sound knowledge of audit principles.
5. ** Ability to provide technical and professional advice on audit issues
6. ** A good knowledge of risk-based auditing and how to apply this in practice.
7. ** Ability to contribute to the development of practical and innovative solutions to a range of financial, governance and risk areas.
8. ** Acquiring and maintaining an up-to-date knowledge of internal audit standards and good practice to include the public sector internal audit standard.
9. ** Knowledge of IIA and CIPFA's standards and the Audit Manual.
10. ** Possess a working knowledge of the computer systems used within the Council's.
11. Experience of delivering training to stakeholders.

Essential qualification(s) and experience

1. ** Previous internal audit experience
2. ** Relevant qualification (CIPFA or IIA) or equivalent experience
3. ** Experience of undertaking complex audit assignments, including compliance review
4. Experience of providing advice on audit and investigation matters
5. Experience of leading and managing a team

6. Experience of continual improvement of service standards, customer satisfaction and performance management

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards

