



South Tyneside Council

BUSINESS AND RESOURCES

JOB DESCRIPTION

POST TITLE: Auditor
GRADE: Band 5
RESPONSIBLE TO: Corporate Assurance Manager

Overall Objectives of the Post:

Supporting the Corporate Assurance Manager to deliver a modern and effective Internal Audit Service that has the skills and experience to be able to provide independent and objective assurance to help support services in achieving aims and objectives and add value through providing consultancy services.

Key Tasks of the Post:

1. You will achieve these objectives by:

- Undertaking routine audits and investigations in line with Internal Audit procedures.
- Drafting clear and concise terms of reference and agreeing them with Senior Managers and Head Teachers.
- Presenting audit reports and findings to Senior Managers and Head Teachers.
- Drafting clear and concise audit reports taking into account the scope and objectives of the audit.
- Deputising for Senior Auditors, where required.
- Keeping up to date with developments in governance, risk management, control and internal auditing.
- Promoting the highest standards of ethics and standards across the organisation.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: PH/KDS/CL

Date: 31/10/2019