



## Job profile

# Senior Audit & Risk Officer

## Grade J/K

**Group:** Corporate Resources

**Service:** Corporate Finance

**Location:** Civic Centre

**Line Manager:** Audit and Risk Manager

**Car User Status:** Casual

### Job Purpose

To assist in the provision and operational management of the Internal Audit & Risk Service.

### The key roles of this post will include:

1. To deputise for the Audit & Risk Manager in his/her absence.
2. To carry out audits, special investigations and prepare system notes as directed, ensuring standards and procedures within the Internal Audit Manual are adhered to.
3. To assist in the supervision, direction and training of employees and stakeholders as allocated and in accordance with the work programme.
4. To assist the Audit & Risk Manager in the development and delivery of the Internal Audit Plan and monitor progress to ensure efficient use of audit resources and achievement of local performance targets.
5. To provide advice on the Constitution for the Council and associated bodies.
6. To provide a comprehensive Risk Management and Corporate Fraud service for the Council ensuring the cost-effectiveness and efficiency of the service.
7. To assist in the maintenance and development of agreed Risk Management and Corporate Fraud performance standards, indicators and measures in order to ensure the ongoing provision of an efficient service.
8. To manage the co-ordination of the National Fraud Initiative for the Council and associated bodies.
9. To promote the highest standards of good governance, ethical behaviour and a counter fraud culture within the Council and associated bodies.
10. To represent the Strategic Director, Corporate Resources at meetings and working parties as required, providing professional audit advice, including advice in support of operational projects and systems.



11. To ensure that all work carried out within the post holder's areas of responsibility is performed in accordance with the Council's Health and Safety Policy.

12. Such other responsibilities allocated which are appropriate to the grade of the post.



## Knowledge & Qualifications

### Essential:

#### Knowledge

- Local Government financial and non-financial control environment.

#### Experience

- Internal Audit
- Effective communication skills
- Ability to work with minimum supervision and organise own workload
- Ability to manage heavy workloads within tight deadlines
- Ability to liaise with a wide variety of internal and external clients
- Comprehensive working knowledge of using financial accounting systems and office-based software packages (e.g. Microsoft Word, Excel, PowerPoint & Email applications)

#### Qualifications

##### Grade J:

- AAT qualification with relevant post qualification experience or CCAB qualification or equivalent.

##### Grade K:

- CCAB qualification or equivalent and evidence of professional, technical and behavioural competencies as set out by the Deputy Strategic Director, Corporate Finance.

### Desirable:

#### Knowledge

- Internal Audit professional standards.
- Risk Management standards
- Counter Fraud codes of practice

#### Experience

- Local Government Finance
- Counter Fraud
- Risk Management

#### Qualifications

- IPFA/CIIMA qualification



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences
<b>Communication and Engagement</b>	Shares and listens to information and ensures employees views are sought out; listened to and make a difference. Facilitates and empowers employees to make things happen. Treats individuals with respect and consideration.
<b>Developing Teams and Individuals</b>	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
<b>Managing Performance</b>	Effectively manages the performance of teams and individuals to ensure results are achieved
<b>Personal Impact</b>	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
<b>Making things happen</b>	Empowers people to initiate change. Supports innovative ideas and new ways of working