

**Job Description**

**Post Title:** Auditor (AA3996)

**Evaluation:** 492 Points **Grade:** N6

**Responsible to:** Audit, Risk and Insurance Service Manager

**Responsible for:** N/A

**Job Purpose:** To support the delivery of an effective and efficient internal audit service to the Council (and relevant external bodies).

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To complete internal audit assignments in line with internal quality standards, performance targets and professional audit standards.
- 2 To maintain knowledge of systems operations, including the principles of assurance, control, value for money, performance management, risk management, security and information governance and to apply this to all audit work.
- 3 To undertake fraud investigations in line with legislation and industry standards.
- 4 To operate independently to provide advice and guidance to officers of the Council, partners, project groups and boards in respect of improving efficiency and effectiveness of the control environment, system development and the prevention and detection of fraud.
- 5 To undertake the external audit of grant claims.
- 6 To contribute towards the formulation of the annual and strategic audit plan.
- 7 To identify, develop and report on cost effective and practical audit recommendations.
- 8 To develop and maintain positive and collaborative working relationships with relevant internal and external stakeholders.
- 9 To support the communication of risks in preparing and planning audits and identifying other issues for consideration within risk registers.
- 10 To generate income through the delivery of internal audit and other activity.

- 11 To maintain professional standards of ethics in line with the Public Sector Internal Audit Standard including confidentiality of sensitive or personal information.
- 12 To promote and implement the Council's Equality policy in all aspects of employment and service delivery.