

Job Description

Post Title: Principal Auditor (HH280)

Evaluation: 638 Points

Grade: N10

Responsible to: Service Manager Audit, Risk & Insurance

Responsible for: N/A

Job Purpose:

To take lead responsibility for completing complex internal audit assignments for the Council and relevant external bodies in line with the Accounts and Audit Regulations and Public Sector Internal Audit Standard.

1. To advise the Service Manager Audit, Risk & Insurance in the formulation of risk based strategic and operational audit plans.
2. To undertake and oversee the planning and delivery of complex risk based internal audit assignments, including financial and non-financial systems, information systems audits and grant certification, in line with agreed quality standards and performance targets, identifying control weaknesses and developing cost effective recommendations for improvement.
3. To investigate complex cases of suspected fraud and corruption in line with legislation and industry standards to achieve the most appropriate outcomes for the Council.
4. To develop, implement and maintain the Council's anti-fraud and corruption policy, raising and embedding fraud awareness and undertaking proactive fraud work.
5. To develop and review complex policies and procedures.
6. To develop and maintain working relationships with Directors and other senior officers within directorates.
7. To provide professional advice, guidance, and where necessary training, to directorates as requested in order to maintain and improve the Council's control environment and assist in the prevention and detection of fraud.
8. To contribute to relevant officer working groups or project boards

9. To support the Service Manager Audit, Risk & Insurance to meet business and service objectives and achieve continuous improvement against professional standards.
10. To coach and mentor internal audit staff as appropriate and provide feedback to the Service Manager Audit, Risk & Insurance to support the appraisal process and the learning and development of internal audit staff.
11. To prepare and present reports to Audit Committee and other relevant meetings as required.
12. To liaise with the external auditors for the Council and external clients as required.
13. To provide internal audit, risk and anti-fraud services to external clients and partner agencies and promote strong and effective working relationships with them.
14. To represent the Council on relevant external bodies as required
15. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.