

Job Description

Post Title: Senior Auditor (HH311)

Evaluation: 578 Points **Grade: N9**

Responsible to: Service Manager Audit, Insurance & Risk

Responsible for: N/A

Job Purpose: To contribute towards 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 plan and complete complex internal audit assignments as allocated by the Principal Auditor in line with internal quality standards, performance targets and professional audit standards.
- 2 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.
- 3 To undertake the external audit of grant claims and provide an independent opinion to a funding body on whether grant monies have been spent in line with the grant criteria.
- 4 To maintain a detailed 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.
- 5 To interpret complex cases of suspected fraud and corruption and conduct investigations in line with legislation and industry standards to achieve the most appropriate outcomes for the Council as allocated by the Principal Auditor.
- 6 To provide input and feedback to the Head of Audit and Strategic Risk to contribute towards the formulation of the annual and strategic audit plan prior to it being approved by the Audit Committee for the relevant body.
- 7 To identify, develop and report on cost effective, efficient and practical audit recommendations to address control weaknesses, inefficiencies, poor value for money and inadequate performance, which when implemented add value to business processes across the Council, and to discuss these with Senior Management.
- 8 To support Head Teachers and school governors in achieving the Schools Financial Management Standard (SFMS) through compliance reviews at

schools, liaison with Schools Forum and Head Teachers and contributing towards training for Governors and Head Teachers.

- 9 To contribute to the development of policies and procedures.
- 10 To work closely with risk management colleagues to ensure effective communication of risks in preparing and planning audits and identifying issues for consideration within risk registers.
- 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 lead, coach, mentor and train less experienced staff.
- 13 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 14 To liaise with the Council's external auditor as required.