



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council Job Description:

Job Title: Principal Auditor

Main Purpose Of Job

To assist Audit Management to deliver quality Internal Audit Services and good governance across the Internal Audit Services Partnership.

Main Duties

1. To prepare, undertake and lead complex, specialist, and high-risk audits and consultancy work on operations and management arrangements across the Audit Partnership and Council services as specified within the Strategic Annual Audit Plan, or in response to emerging risks.
2. To prepare and issue comprehensive reports of work done and outcomes to inform Heads of Service, Portfolio Holder and relevant Audit & Governance Committees (and in compliance with partner management arrangements) provide continuous assurance regarding the adequacy of the Partnership's and Council's system controls.
3. To provide expert independent advice on the Council's Financial Regulations, Contract Standing Orders and Council policies to staff and Councillors as required.
4. To deputise for Audit Management as appropriate.
5. Support the Head of Internal Audit and the Audit Manager to provide audit coverage to enable an informed statutory year-end opinion on the organisation's overall control environment, ensuring good quality evidence to support any opinion, including monitoring delivery of the audit plan and reporting of key performance indicators.
6. Represent Internal Audit at Corporate Management Team and Audit & Governance Committee on behalf of Audit Management or in a supporting role.
7. Line manage, mentor, support, develop, train, and lead Senior Auditors and Auditors. Provide guidance and act as a point of escalation for less experienced members of Internal Audit.
8. Develop and maintain excellent relationships with stakeholders, Heads of Service, External Audit and Councillors, members of the Audit & Governance Committee.
9. To develop and maintain an adequate quality control framework, to ensure compliance and delivery of the audit service in accordance with Public Sector Internal Audit Standards, the Audit Charter and recognised guidelines and practices.

10. To participate in development work in response to changing regimes, control environments, government legislation, and determine the control/risk implications of policy changes and decisions. To provide practical and professional expert advice to clients on such matters.
11. Aid Internal Audit staff with preliminary planning, brief preparation, initial meetings and risk assessment.
12. As requested, to undertake ad hoc analytical and strategic reviews and provide financial and non-financial independent expert advice thereon.
13. Assist External Audit with its statutory functions.
14. To participate in training and development and inter-local Authority working parties. To promote best practice across the Authority and within the Audit Partnerships.
15. To undertake Whistleblowing Investigations or special investigations into allegations of fraud, theft or corruption against staff and prepare reports and analysis as required, with minimum direction by Audit Management.
16. Any other duties as required.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



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PERSON SPECIFICATION

Job Title: Principal Auditor

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	<p>CCAB (Consultative Committee of Accounting Bodies). Full/part qualified.</p> <p>IIA (Institute of Internal Auditors).</p> <p>Or equivalent qualifications.</p>	<p>Relevant computer auditing qualification.</p>	<p>Application and Certificate</p>
Work related experience, skills and competencies	<p>Proven experience within the public sector (or equivalent) auditing environment over 3 years.</p> <p>Experience of using Microsoft programmes (Excel, Word, PowerPoint etc.) and operational knowledge of computer assisted audit techniques (CAATs).</p> <p>Proven experience to produce clear, accurate, fluent and concise written work and reports and present to management.</p> <p>Line management and supervisory experience including planning and co-ordinating the work and quality assurance for other auditors.</p> <p>Experience of reviewing and providing feedback on audit work.</p> <p>Understanding and application of risk management.</p>	<p>Data Protection legislation experience.</p> <p>The investigation and reporting upon matters concerning fraud, system failures and other irregularities.</p> <p>Ability to develop and innovate the audit approach to ensure continual improvement.</p>	<p>Application and Interview</p>

	<p>Practical experience to complete and lead the testing and evaluation of internal controls (using a range of techniques) within a wide area of operations, applications and activities.</p> <p>Experience of leading and being responsible for project and work-related assignments.</p> <p>Experience of working effectively under pressure in an area with competing demands and tight time-scales.</p> <p>Previous accountancy experience.</p>		
<p>Personal skills</p>	<p>Use of own initiative and the ability to reason and persuade.</p> <p>Strong analytical skills to determine good / poor practice and offer support and solutions to ensure continual improvement of sound governance across the Council.</p> <p>Able to set priorities, organise and delegate workloads and complete tasks with minimal supervision.</p> <p>Ability to supervise staff and manage the progress of others' work.</p> <p>Ability to establish and maintain effective working relationships with people at all levels of the organisation.</p> <p>The ability to communicate complex issues to non-experts, both verbally and in writing.</p> <p>Demonstrates honesty, integrity and objectivity.</p>		<p>Application and Interview</p>

	<p>Ability to remain calm under pressure</p> <p>Awareness of and maintains confidentiality, with a commitment to data quality.</p> <p>Ability to work as part of the team and on your own initiative when necessary.</p> <p>Excellent literacy and numeracy skills to communicate effectively with staff at all levels.</p>		
Special working conditions	<p>Work at partner organisations when required.</p> <p>Occasional working out of office hours.</p>		Application