

Job Description

Job Title	Senior Auditor
Grade	PO4
Reporting To	Internal Audit and Counter Fraud Manager
JD Ref	CSUP0196P

Purpose

To support the delivery of the Council's internal audit and counter fraud function, providing independent and objective assurance on the effectiveness of governance, risk management, and internal control processes. The post holder will conduct audits, investigations, and reviews in accordance with the Council's internal audit plan as well as ad hoc activity, contributing to the identification and mitigation of risks and ensuring compliance with relevant regulations and policies.

The role will involve working closely with departments across the organisation, providing expert advice and recommending changes to policies, procedures, and control mechanisms to improve operational efficiency and safeguard public funds. The post holder will lead the development and implementation of audit policies and procedures, ensuring they remain aligned with emerging risks and regulatory changes.

The post holder will support the function's objective of ensuring that agreed management actions that stem from audit recommendations are delivered in a timely manner via the provision of advice and strategic insights whilst ensuring the integrity, efficiency and effectiveness of the service is maintained.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Foster a culture of integrity, professionalism, and high ethical standards across the audit and counter fraud function.
- Demonstrate a proactive, solution-focused approach to improving internal controls and minimising risks.
- Conduct audits and investigations, liaising with police and other internal and external agencies as appropriate.
- Provide professional advice to senior management on governance, compliance and risk mitigation strategies, ensuring the Council's processes remain fit for purpose.

- Showcase behaviour that demonstrates awareness of, and compliance with, Council procedures and relevant statutory guidance in order to embed a culture within the organisation that is cognisant of the importance of applying actions that minimise and effectively manages risk.
- Act as a subject matter expert in identifying weaknesses in internal control systems, proactively suggesting and implementing new policies and procedures to enhance efficiency and mitigate financial and reputational risks.
- Be proactive in the achievement of personal and team objectives agreed with management.

Team Leadership and Management:

- Support colleagues within the audit and counter fraud team, sharing knowledge and best practices.
- Provide guidance and training to operational teams across the Council to enhance compliance and risk awareness.
- Support the Internal Audit and Counter Fraud Manager in delivering key projects and ensuring high standards of performance within the team.
- Through continuous personal improvement strengthen the tools, practices and impact of the service.
- Lead on specific audit assignments of strategic importance, ensuring they contribute to the wider risk management and corporate governance framework of the Council.

Communication, Engagement and Training:

- Engage with stakeholders across all levels of the organisation, ensuring clear communication of audit methodology, findings and recommendations.
- Present reports and findings in a professional and accessible manner, tailored to the needs of different audiences, including senior management and committees.
- Formally present key audit reports and policy recommendations to senior leadership, influencing decision-making on internal control enhancements.
- Deliver training and awareness sessions on internal controls and governance.
- Support line management in the preparation and presentation of Committee reports.
- Responding to Member's questions.
- Engage in appropriate professional networks to ensure that the team benefits from others, developing new ideas and approaches from this engagement.
- Providing, where necessary, critical and challenging assessments of systems and processes that may not be welcomed by system owners, which in turn may require difficult and stressful communication/engagement.
- Liaise with external auditors and regulatory bodies, ensuring that internal audit recommendations align with broader external audit expectations and compliance requirements.
- Take responsibility for drafting, reviewing, and updating internal audit policies, ensuring they reflect regulatory changes and best practice standards.



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Data Analysis and Decision-Making:

- Conduct detailed audit reviews, analysing financial and operational data to assess risks and identify areas for improvement.
- Use data-driven insights to inform recommendations that strengthen internal control frameworks and enhance organisational resilience.
- Identify areas for policy improvements by analysing risk trends and making evidence-based recommendations for changes to internal control frameworks.
- Assist in the development, review and maintenance of risk registers and control systems/strategies.
- Undertake complex data analysis as part of audit reviews.
- Conduct audits of a high profile, complex or specialised nature exercising professional judgment to provide audit opinions, recommendations and assurance to senior management.

Performance Management:

- Ensure audits and investigations are conducted and reported in a timely, efficient, and effective manner.
- Proactively monitor the implementation of audit recommendations, following up with departments to ensure necessary improvements are made, testing and challenging management information as necessary and promptly escalating instances of non-compliance.
- Lead on the evaluation of the effectiveness of newly implemented policies and procedures, making further refinements where necessary.
- Contribute to the continuous improvement of audit methodologies, tools, and techniques.
- Maintain high professional standards for how internal audit activities are delivered and reported on.
- Actively contribute to the development of the Internal Audit Strategy, ensuring it aligns with organisational objectives and emerging risks.
- Ensure that agreed audit recommendations are attended to in a timely manner, and in doing so ensure that deadlines are clearly articulated to the relevant management teams and follow-ups undertaken to gain assurance that positive change has been enacted.
- Take responsibility for ensuring that personal performance outcomes align with the team's objectives and accordingly are in line with Council's strategic goals and statutory responsibilities.
- Supporting management in the development and implementation of Internal Audit Strategy including the formulation of policy and procedure for the service.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure audit activities align with statutory requirements, industry standards, and best practices.
- Promote a culture of compliance and ethical behaviour across the Council.
- Support the development and implementation of new compliance frameworks and risk management strategies.
- Promote, monitor and report on service area compliance with agreed internal audit recommendations and timelines.



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- Comply with statutory legislation and best professional practice.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

Essential criteria:

- Membership of a recognised professional accounting body or internal auditing body or overseas equivalent, for example CIIA, CIPFA, ACA, CIMA, ICAEW as a qualified member in an appropriate professional qualification such as a chartered accountant or chartered internal auditor and/or demonstrable evidence of being qualified by experience.
- Appropriate continuing profession development as per the professional institute to which you are a member of.

Desirable criteria:

- Master's degree in a related field.
- Accreditation in risk management/internal audit.
- Qualification in policy development or governance.

Knowledge & Skills

Essential criteria:

- Strong analytical and problem-solving skills, with the ability to interpret complex data.
- Ability to independently recommend and implement improvements to policies, procedures, and internal controls.
- Excellent report writing and communication skills, with the ability to present findings clearly and persuasively.
- Strong decision-making abilities, particularly in formulating and evaluating risk-based internal audit strategies.
- Knowledge of internal auditing principles, risk management, and governance frameworks.
- Ability to work independently and manage multiple projects effectively.
- Strong communication skills to engage with a broad range of stakeholders.
- Proactive and adaptable, with the ability to work as a member of a team.
- Good technical skills, including a clear understanding of auditing standards and regulations.
- Understanding of public sector governance and accountability frameworks.

Desirable criteria:

- Familiarity with public sector financial regulations and local government operations.
- Knowledge of new and emerging financial technologies and processes.



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Experience

Essential criteria:

- Experience conducting audits, risk assessments, and/or investigations within a large organisation.
- Proven ability to work to deadlines and manage competing priorities.
- Experience working with stakeholders at all levels to deliver audit recommendations and process improvements.
- Proven ability to work to tight deadlines, effectively prioritising and managing stakeholders across multiple workstreams

Desirable criteria:

- Previous experience in a local authority or public sector setting.
- Experience using audit management software and data analytics tools.

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location at times (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Exposure to persons with challenging or aggressive behaviour

Approved By: Dan Kirwan, Assistant Director Finance

Date Of Approval: 17th April 2025



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