**Job Description**

**Auditor**

**Level: 7 to 8 (career graded)**

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| **Responsible To:**  | **Responsible For:** |
| Senior Auditor | NA |

**About the job:**

The post will assist the Audit and Risk Team in the delivery of the audit plan for both authorities.

**Role:**

Working as an individual or part of a team you will be expected to assist with the completion of risk-based audits of the two Councils processes and complete own audits as appropriate.

You will ensure compliance with internal regulations and established control protocols

You will objectively gather, evaluate and communicate information about the activity or process being examined.

You will participate in meetings with individuals and departments updating auditees on findings and the audit process

You will assist / prepare reports and preserve documentation pertaining to audits for internal record.

You will communicate findings and suggestions to all levels of management on sound procedures and controls for financial/other systems and on the Councils financial procedure rules and other regulatory codes/guidelines to officers at all levels within the Council.

You will be prudent in the use and protection of information acquired in the course of your duties.

You will perform internal auditing services in accordance with the Global Internal Audit Standards and internal procedures.

You will assist with and where necessary carry out the investigation of suspected fraud and other irregularities as directed by the Auditor, Senior Auditor and/or Head of Service.

You will assist with the co-ordination of the input to the National Fraud Initiative, liaising with internal departments and external bodies as appropriate, undertaking investigation work as required and ensuring compliance with the Cabinet Office guidelines and deadlines.

Assisting in the production of reports to the Audit and Governance Committees and with the preparatory work of the Annual Governance Statement.

You will provide relevant guidance and training to managers and, budget holders.

The post will assist the Audit and Risk Team in the delivery of the audit plan for both authorities.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Certified Internal Auditor (IIA). Consideration will be given to those in the process of attaining a professional qualification.

**Knowledge and Experience**

* An understanding of the political environment and how local authorities function.
* An understanding of risk based audit approach.
* Knowledge of the Global Internal Audit Standards, CIPFA and IIA requirements.

**Skills & Abilities**

* Excellent communication skills.
* Excellent drafting skills.
* An ability to build relationships with people at all levels in the organisation and provide challenge where necessary to support the delivery of priorities at each organisation.
* The ability to take complex information and present it in an easy to understand way.
* The ability to work on specific tasks independently, and as part of a team, without the regular support of the Senior Auditor / Head of Service

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.

**Career Graded post**

* **Grade 7** – With minimal support and guidance from the Senior Auditor, assist with the completion of individual Internal Audit Reviews encompassing all aspects of the review from engagement through to final closure meeting up to production of the draft report. Progression to Grade 8 is dependent upon completion of the agreed training plan and achievement of the Certified Internal Auditor qualification.
* **Grade 8** – To take full end to end responsibility of an individual audit review including final report and closure meeting.