**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Senior Auditor (Career Grade) |
| **Job Reference** | 17919 |
| **Grade and Salary** |

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| **Stage**  | **Grade**  | **SCP**  | **Salary**  |
| 1  | 6  | 21 | £39,513  |
| 2  |  6 | 24 | £42,367  |
| 3  | 7 | 27  | £46,670  |

This role includes performance related pay progression**Candidates can apply for this post at any of the three stages dependent on their experience.**  |
| **Service and Team** | Corporate Services – Internal Audit & Counter Fraud |
| **Location** | Endeavour House, 8 Russell Road, Ipswich, IP1 2BX - Hybrid |
| **Hours per week** | 29.6 to 37  |
| **Status** | **Permanent**  |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*

Please speak with the contact on the advert to discuss your preferences and learn more about the options that can be offered. |

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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

This post provides the postholder with the opportunity to develop their internal audit competency and practice to progress to the position of Senior Auditor.

The post holder will be line managed by the Audit Manager and will work closely with the existing Senior Auditors, and progression will be based on both experience and successful completion of the IIA (Institute of Internal Auditors) Certified Internal Auditor (CIA) qualification [Certified Internal Auditor | Global Certification in Internal Audit | The IIA](https://www.theiia.org/en/certifications/cia/).

The County Council will fund the qualification during your study phase. Besides providing an allowance for revision workshops and exam preparation, the position generally requires you to pursue your studies outside of working hours (some aspects of the qualification might necessitate adjustments in the role during working hours for gaining relevant experience and skills as per the requirements of the qualification).

The CIA qualification must be completed within three years of commencement. To be able to take the CIA qualification, the post holder must meet **one** of the following criteria:

* Hold at least a Batchelor’s degree, or higher, in any discipline.
* Hold an Internal Audit Practitioner designation achieved within the last three years.
* Have at least five years internal audit experience.

Upon obtaining the CIA qualification, you will be responsible for your own membership fees.

The main roles of a Senior Auditor are:

1. To support the Head of Internal Audit & Counter Fraud and Audit Manager to deliver quality internal audit services on behalf of the organisation.
2. To plan and deliver audit work as appropriate, throughout Suffolk County Council and external organisations under contract, meeting set targets and deadlines.
3. To enable and support the delivery of professional internal audit services (governance; risk; controls) across the organisation.
4. To build relationships with chief officers and auditees and become a trusted advisor, providing audit expertise to support the achievement of the priorities of the Council.
5. To ensure compliance with statutory obligations and the Council’s strategies, policies, and procedures.
6. Escalation point for other staff requiring advice and assistance with complex audit issues.
7. This role will report to the Audit Manager.

Other key relationships are:

* Deputy Chief Executive, Directors, Assistant Directors, Chief Financial (S151) Officer, and senior managers across the Council.
* Audit Committee Members
* Other support services e.g., Human Resources, IT, Legal, Procurement.
* Close and supportive relationship with colleagues across audit, providing guidance to less experienced members of the team where necessary.
* External stakeholders including external audit, audit & counter-fraud bodies.

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| **About the team**  |

The Internal Audit Service provides independent and objective assurance on the adequacy and effectiveness of governance, risk, and controls. It achieves this through the competent application of systematic and disciplined processes, expertise, and insight. It reports its findings to management and the Audit Committee to promote and facilitate continuous improvement. In doing so, it may consider assurance from other internal and external providers.

A team structure chart is attached.

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| **What you will be expected to deliver in the role** |

Depending upon experience, which relates to the three stages of the pathway, we would expect you to apply your knowledge of internal auditing, undertake audit assignments, produce reports, and liaise with auditees (officers of the Council).

**Your day-to-day tasks may include:**

**Stage 1-2 (Trainee Senior Auditor)**

1. Support the Internal Audit Manager and the Head of Internal Audit & Counter Fraud, and be responsible for audit coverage to enable an informed year-end opinion on the organisation’s overall control environment; ensure quality, evidence-based, working papers are completed and available for External Audit upon request. Specifically:
* Helping determine audit work to be carried out.
* Contributing to the allocating of audit work to audit staff, aligning the nature of each piece of work to the correct skill / competence level.
* Setting the terms of reference for audit work. Ensuring that background, historical and other relevant information on the areas to be audited have been thoroughly researched and staff are aware of the client and approach to be used.
* Agreeing the scope of Internal Audit reviews with auditees.
* Inputting to each piece of audit work, as deemed necessary.
* Reviewing audit work, as deemed necessary.
* Approving the outcomes of audit work prior to discussion and informing the Internal Audit Manager and the Head of Internal Audit & Counter Fraud on those of a sensitive nature or that receive an overall opinion of ‘Limited’ or ‘No’ assurance.
* Ensuring agreement of the final audit report prior to despatch.
* Carrying out any required follow-up work.
1. Producing audit reports for Directors, Assistant Directors, and Senior Managers
2. Challenge management as appropriate to improve internal controls and risk management.
3. Lead team of auditors on audits
4. To be responsible for the completion of grant and audit returns and questionnaires, particularly in areas of specialism.
5. Develop and maintain excellent relationships with stakeholders, including External Audit and Councillors, in particular, members of the Audit Committee.
6. Ensure compliance with regulations and legislation across the council.
7. The post holder will have a role in managing, mentoring, and developing staff across the Internal Audit service, including providing training. ‘Managing’ may involve direct line management of audit staff (including carrying out 1-2-1s, performance development reviews, setting targets etc.).
8. To support the Head of Internal Audit & Counter Fraud and Internal Audit Manager, and deputise as appropriate.
9. Appropriately represent corporate views of CLT, the Monitoring Officer, the Chief Finance Officer, and the Head of Internal Audit & Counter Fraud.
10. The post holder is expected to work autonomously on a day-to-day basis with limited management guidance.
11. The post holder will be a recognised expert in internal audit within the Council and will exercise discretion and initiative to assess controls and agree actions to support strategic decision making.
12. Provides guidance and acts as a point of escalation for less experienced members of the team.
13. The post holder will work within the International (Public Sector) Internal Audit Standards and recognised guidelines and practices.
14. The role supports the Head of Internal Audit & Counter Fraud in their responsibility of being able to provide a year-end opinion on the Council’s overall control environment which is reported to CLT and the Audit Committee. This is achieved through ensuring the Council’s staff, members and other stakeholders are compliant with its policies, procedures, standards, and legislation.
15. The role supports the Chief Finance Officer and Head of Internal Audit & Counter Fraud in developing the Internal Audit service and ensuring appropriate control is maintained across the council as resources are reduced. This will require streamlining processes across the team and the Council, identifying opportunities for efficiencies and process improvement.

Stage 3 **(in addition to stages 1-2) (Senior Auditor)**

Although this list provides examples of what you will be doing it is not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

1. Continuous horizon scanning to identify auditable areas of high risk to the Authority.
2. Specialist duties as allocated.
3. To be responsible for ensuring officers and members are provided with high quality advice and guidance on controls, together with innovative solutions and strategies in order that informed and timely decisions can be made by officers and members.
4. Attend Directorate Management Teams periodically, as required, to provide audit updates and guidance / advice.
5. Represent Internal Audit on corporate and directorate-based boards, acting as a consultant on internal controls and risk management.
6. Represent Suffolk County Council / Internal Audit at regional and national working groups as required.
7. To attend Audit Committee as required by the Head of Internal Audit & Counter Fraud and be a point of contact for Audit Committee members (Councillors), providing information and advice, as necessary.
8. Own the maintenance and development of Suffolk County Council’s organisation-wide assurance framework, working with key senior officers across the organisation.
9. Identify and build relationships with other assurance providers (internal and external) to feed into the Head of Audit & Counter Fraud annual opinion.
10. To undertake development work in response to changing regimes, new government legislation and initiatives to determine the control / risk implications of policy changes and decisions.
11. To interpret legislation, consultation documents and other publications and reports for dissemination of key messages to senior officers and members of the council as required.

**Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.**

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| **Person Profile – what you will bring to the team** |

If applying for **stage 1**, the post holder will need to have been in post for a **minimum of two years** before being placed at the bottom of Grade 7 and moving to the Senior Auditor role, subject to satisfactory performance and progress.

If applying for **stage 2**, the post holder will need to have been in post for a **minimum of one year** before being placed at the bottom of Grade 7 and moving to the Senior Auditor role, subject to satisfactory performance and progress.

If applying for **stage 3**, the post holder will need to satisfy **all the requirements** of this job & person profile below (day-today tasks; qualification; specialist knowledge, skills, and experience).

**Qualifications and Professional memberships**

**Essential**

Stage 1: Meets the criteria to be able to take the IIA CIA qualification and at least two years’ experience in internal audit with evidence of continued professional development.

Stage 2: In addition to stage 1, already working towards IIA CIA or equivalent (audit-related), and at least three years’ experience in internal audit with evidence of continued professional development.

Stage 3: At least IIA CIA qualified or equivalent (audit-related); and at least four years’ experience in internal audit with evidence of continued professional development.

**Specialist knowledge skills and experience**

**Essential**

**Stage 1**

1. Reasonable knowledge and understanding of local government operations and accounting practice.
2. Reasonable knowledge and in-depth practical understanding of internal audit and risk management
3. Ability to build good working relationships with colleagues and customers.
4. Evidence of excellent verbal and written communication skills
5. Evidence of providing advice and guidance on complex issues.
6. Self-motivated with a high drive for achievement.
7. Ability to communicate with people at a variety of levels in a clear tactful manner.
8. Actively embraces change.
9. Ability to remain calm under pressure and meet deadlines.
10. Word, Excel, and Office skills

**Stage 2 (in addition to stage 1)**

1. Good knowledge and understanding of local government operations and accounting practice.
2. Good knowledge and in-depth practical understanding of internal audit and risk management
3. Ability to understand and interpret complex policies, procedures, and legislation and to clearly convey key information to a non-technical audience.
4. Ability to contribute to several complex projects simultaneously, within challenging timescales.

**Stage 3 (in addition to stage 2)**

1. Sound knowledge and understanding of local government operations and accounting practice.
2. Recent experience within a large & complex organisation.
3. Sound knowledge and in-depth practical understanding of internal audit and risk management.
4. Proven ability to understand and interpret complex policies, procedures, and legislation and to clearly convey key information to a non-technical audience.
5. Evidence of providing comprehensive advice and guidance on complex issues.
6. Proven ability to anticipate the need for change in response to customer expectations or legislative changes.
7. Evidence of contributing to the development of efficient and effective strategy.
8. Proven ability to contribute to several complex projects simultaneously, within challenging timescales.
9. Ability to clarify tasks, plan work in advance over the medium term, and prioritise to achieve deadlines.
10. Ability to confidently challenge Assistant Directors and Senior Managers
11. Proven ability to communicate with people at a variety of levels in a clear tactful manner including the ability to resolve conflict effectively.
12. Ability to communicate verbally and in writing highly technical and complex information with a wide range of audiences at an appropriate level to recipient understanding.
13. Actively build and maintain a network of contacts in key positions.
14. Proven ability to work at a senior level in a variety of forums.
15. Evidence of collaborative working to achieve agreed outcomes.
16. Proven ability to use influencing and negotiating skills to implement solutions and to confidently interact with senior officers and internal and external stakeholders.
17. Ability to demonstrate political awareness in a democratic organisation.

**Desirable**

1. Experience of internal auditing in the public sector
2. Working with external audit.
3. All round knowledge of local government operations and local government accounting practice.

**Additional requirements**

1. Demonstrable experience of interpreting complex information and implementing outcomes.
2. Experience of working with senior management and building strong relationships.
3. Good knowledge of Health & Safety requirements
4. Ability and willingness to work flexible hours to deliver required outputs.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

**Infrequent travel** - We encourage technology for communication. Sometimes you may need to travel. If you have a disability, talk to the contact below. They can help you with reasonable adjustments for this role.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.

**Structure Chart**

**Internal Audit & Counter-Fraud**