

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

|                       |  |      |       |
|-----------------------|--|------|-------|
| Job Title:            | Auditor                                      | JEID | N0031 |
| Salary Grade:         | J  |      |       |
| Team:                 | Finance                                      |      |       |
| Service Area:         | Internal Audit                               |      |       |
| Primary Location:     | Shire Hall, Warwick                          |      |       |
| Political Restriction | This position is not politically restricted. |      |       |
| Responsible to:       | Audit - Team Leader                          |      |       |
| Responsible for:      | -  |      |       |

#### Role Purpose

This post is one of a number of similarly graded posts and is responsible for the provision of audit, assurance, advice and investigative services to a wide range of clients covering the full spectrum of risks taking into account relevant professional standards and codes of practice.

The post holder will undertake audits, assist with investigations and provide advice on how governance, risk and controls are exercised in an inherently more risky and sensitive environment. The post holder will need to think creatively and make a significant contribution to key risk areas by providing independent advice, support and key recommendations. The post holder will work alongside management to make recommendations that are pragmatic, add value and focus on the key issues. The post demands a significant application of creative and innovative thinking as our clients enter a period where the drive for savings creates increased risks around service delivery, financial probity and governance.

The service is organised into two teams each headed by an Audit Team Leader. In addition to providing work for Warwickshire County Council services are provided to a range of external clients.



## Role Responsibilities

Improve the ability of our clients to deliver their vision and outcomes by assisting them to manage significant risks and acting as a catalyst for change, including:

- Undertaking a wide range of audits;
- Assisting with investigations into alleged financial irregularities or issues where a client's strategic or corporate interests are at stake or undertaking the more straight forward jobs with support from an Audit Team Leader;
- Providing independent and objective advice and insight on new systems and changes to existing working practices;
- Devising practical recommendations to improve our clients' governance, risk management and control processes using a systematic, disciplined and risk based approach.

To take full responsibility for the delivery of allocated jobs to the required accuracy, timeliness, quality, regulatory and professional standards utilising appropriate audit techniques with minimal supervision.

Comply with all aspects of the Service's Audit Manual and relevant internal audit standards.

Maintain up-to-date knowledge of codes of practice, audit techniques, legislation and other developments affecting our clients, local government in general and the internal audit profession.

To contribute to the continuous development of the services provided.

Undertake all other duties as the Internal Audit and Insurance Manager determines are appropriate and commensurate with the grading of the post.

## Other information

Staff are allocated to one of the teams for appraisal, performance and general line management purposes but can be called upon to work for the other audit manager. Staff are rotated periodically between the two teams.

The post holder will need to be flexible and willing to work with any client and at any client site and to vary working hours to fit business and client needs. Some wider travelling will be

occasionally required to, for example, to represent the Service / clients at regional meetings or to attend training courses.

The service complies with all relevant internal audit standards and expects the highest standards of integrity and professionalism from all staff.

Appointment to this post will be subject to the successful completion of security checks required by every client.

The post-holder may occasionally have to work outside normal office hours.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

|  |            |
|--|------------|
| Good practical experience of providing advice and undertaking audit / assurance work and investigations preferably in the public sector                        | A, T, I    |
| Practitioner member of the Institute of Internal Auditors (PIIA) / Certified Internal Auditor (CIA) OR Evidence of equivalent knowledge, skills and experience | A, D       |
| Evidence of continuing professional development  | A, D       |
| Good knowledge of internal audit techniques.   | A, T, I    |
| Good knowledge of current issues facing internal audit   | A, T, I    |
| IT literate with a high degree of proficiency in using Microsoft office software particularly Word and Excel   | A, I       |
| Highly developed analytical skills with the ability to analyse and interpret varied information or situations  | A, T, I    |
| Good negotiating skills and ability to influence others  | A, T, I    |
| Strong commitment to accuracy and reliability  | A, I       |
| Ability to think creatively and find effective solutions to complex problems   | A, I       |
| Ability to communicate complicated or sensitive information effectively both in writing and verbally to all levels of staff                                    | A, P, T, I |
| Ability to work effectively under pressure, manage conflicting priorities and meet challenging deadlines   | T, I, P    |

|   |      |
|---|------|
| The ability to cope in situations where there is an emotional demand or aggressive reaction arising from undertaking an investigation | I    |
| Committed to providing a quality service and to continuous improvement  | A, I |

### Desirable Criteria

Assessed By:

|   |            |
|---|------------|
| Holder of a degree  | A, D       |
| Holder of an appropriate counter fraud qualification (e.g. the CIPFA Accredited Counter Fraud Technician) | D, I       |
| Practical experience of using electronic audit management and working papers systems (preferably Galileo) | A, I       |
| Practical experience of using electronic data analysis software (preferably Idea)                         | A, I       |
| Awareness of the significant issues facing local government   | A, I, T, P |

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

|   |  |
|---|--|
| <input type="checkbox"/> Provision of personal care on a regular basis  | <input type="checkbox"/> Driving HGV or LGV for work   |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis  | <input type="checkbox"/> Restricted postural change – prolonged sitting  |

|  |  |
|--|--|
| <input type="checkbox"/> Lone working on a regular basis   | <input type="checkbox"/> Restricted postural change – prolonged standing   |
| <input type="checkbox"/> Night work  | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching                                       |
| <input type="checkbox"/> Rotating shift work   | <input type="checkbox"/> Manual cleaning/ domestic duties  |
| <input type="checkbox"/> Working on/ or near a road  | <input type="checkbox"/> Regular work outdoors   |
| <input checked="" type="checkbox"/> Significant use of computers (display screen equipment)        | <input type="checkbox"/> Work with vulnerable children or vulnerable adults  |
| <input type="checkbox"/> Undertaking repetitive tasks  | <input type="checkbox"/> Working with challenging behaviours   |
| <input type="checkbox"/> Continual telephone use (call centres)                                    | <input type="checkbox"/> Regular work with skin irritants/ allergens   |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks                                       | <input type="checkbox"/> Work with vibrating tools/ machinery  |
| <input type="checkbox"/> Work involving food handling  | <input type="checkbox"/> Work with waste, refuse   |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids                              | <input type="checkbox"/> Face-to-face contact with members of the public   |
| <input type="checkbox"/> Other (please specify):   |  |