



Job Profile

JOB TITLE:	Internal Audit Assistant Manager
GRADE:	POC
POST NO:	23442
DBS CHECK:	Basic
DIRECTORATE:	Finance
DEPARTMENT:	Internal Audit & Risk Assurance

REPORTING STRUCTURE

Reports to:	Head of Internal Audit
Direct Reports:	up to 4
Indirect Reports:	up to 4

ROLE PURPOSE:

The Hillingdon Council Internal Audit (IA) Team provide an independent assessment of the Council's risk management, control and governance arrangements. We engage with all services across the Council, and report directly to Members through the Council's Audit Committee.

As an Assistant Manager in the IA team you will play a key role in helping us to deliver the IA work plan. You will be responsible for conducting your own portfolio of risk-based reviews, as well as supporting more junior members of the team. You will be expected to follow our IA methodology and ensure reviews are completed to a high quality within agreed budgets and timescales.

As a senior member of the team you will be involved in a diverse range of reviews, including more complex advisory reviews and risk-based assurance audits. You will also be involved in the wider development of the service and responsible for maintaining relationships with a variety of stakeholders from across the Council including senior managers, corporate directors and elected members.

A. Job Description

1. Operational Service Delivery

- Undertake and supervise risk-based audits and advisory reviews to a high-quality standard in accordance with Internal Audit procedures and Global Internal Audit Standards.
- Manage audits independently from beginning to end. From scoping the review with the relevant review sponsor and preparing testing schedules, through to agreeing recommendations with key stakeholders and finalising the report.
- Compile detailed evidence based working papers, using substantive testing and data analytics to substantiate any findings raised.
- Produce clear and concise Internal Audit reports that communicate the results of the review, including a fair and justified opinion and realistic recommendations that add value to the area under review.
- Build effective working relationships with senior managers throughout the Council, and communicate key findings (verbally and in writing) to wider stakeholders when appropriate.
- Collaborate and advise on organisational level change management programmes using expert knowledge of council-wide systems and processes, providing appropriate challenge and technical advice on internal controls, risk management and corporate governance.
- Support the wider service through additional management responsibilities, for example leading Internal Audit follow-up process or developing monitoring arrangements to ensure the team's key performance indicators are met.

2. Service Planning & Development

- Maintain knowledge of the Council's vision and strategic priorities, and how Internal Audit fits within the wider Council and can support the strategic objectives.
- Help to develop the wider IA Plan, understand your contribution, and support the communication of the plan to the wider team.
- Ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- Continuously quality assure and monitor team performance and productivity to ensure the successful delivery of risk based Internal Audit plans. This includes monitoring compliance with the Internal Audit procedures and Global Internal Audit Standards.
- Deliver your personal audit days target as set out in the IA plan and ensure the delivery of the IA Key Performance Indicators for any reviews you undertake or supervise.
- Identify and lead improvement projects to develop new ways of working in order to deliver a more efficient and effective IA service.
- Support the IA teams wider reporting requirements, including helping to draft Corporate Management Team or Audit Committee papers, and deputise for the Head of Internal Audit when required.

3. People Management

- Mentor, coach and support both direct and indirect reports, to ensure compliance with HR

and Internal Audit policies and procedures, as well as informal knowledge sharing and training.

- Encourage 360 feedback within the Internal Audit team, as well as seeking feedback from Senior Managers and other stakeholders on Internal Audit performance to make continuous improvements to the service.

4. Contacts

- Develop and maintain good working relationships with officers and Members throughout the Council to ensure proactive information sharing and effective IA work
- Develop and maintain working relationships with other authorities, professional bodies and relevant outside organisations where required for the role.

• B. Person Specification

Internal Audit Assistant Manager

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Relevant degree qualification or equivalent experience.	✓	
Relevant professional internal audit, risk or accountancy qualification (i.e. CIA, CMIIA, CCAB, etc.) with strong Internal Audit experience.	✓	
Demonstrate Continuing Professional Development.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Willingness to work flexibly, including travel to a variety of locations in the borough, attend occasional evening meetings and ensure Internal Audit management cover during Council office opening hours.	✓	
Abide by the Institute of Internal Auditors (IIA) Code of Ethics (Confidentiality, Competence, Objectivity and Integrity).	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Significant experience in any industry of successfully planning, conducting and reporting on complex risk-based IA reviews in a large organisation.	✓	
Experience of supervising, mentoring and coaching staff to achieve successful outcomes.	✓	
Taking responsibility for own projects including managing own time, meeting deadline and multi tasking.	✓	
Demonstrable experience of building strong working relationships, engaging and influencing stakeholders at all levels (management, Senior Management and Directors).	✓	
Experience of effective managing and performance management of teams, including team dynamics and the formation of new teams.	✓	
Knowledge and experience of utilising risk process/ procedures from an internal audit perspective.	✓	
Evidence of producing quality internal audit reports using quality assurance methods and techniques.	✓	
Ability to extract and analyse complex electronic data in the performance of Internal Audit work.	✓	
Demonstrable experience of delivering project management work.		✓
Local Government Internal Audit experience.		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Excellent knowledge of current IIA standards/ best practise	✓	
Strong organisational and time management skills, with a proven track record in meeting tight deadlines and simultaneously progress a number	✓	

of reviews whilst balancing conflicting priorities.		
Excellent communication and interpersonal skills with the ability to effectively engage and influence stakeholders at all levels both verbally and in writing.	✓	
Highly motivated and outcome focused to ensure that objectives of the service are delivered	✓	
Proven analytical skills and ability to extract and analyse complex electronic and other data, and clearly present internal audit findings to a range of key stakeholders.	✓	
Ability to effectively utilise a range of IT packages, including spreadsheets and word processing packages.	✓	
Sound understanding of Internal Audit Standards in the Public Sector and a grasp of the key strategic issues affecting councils.	✓	
Knowledge of Internal Audit software and Computer Audit techniques and tools.		✓
5. COMPETENCIES	ESSENTIAL ✓	DESIRABLE ✓
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members’ experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	