



Job Profile

JOB TITLE:	Senior Internal Auditor
GRADE:	SO2
POST NO:	23442
JOB TIER:	5 (non-management)
DBS CHECK:	Basic
GROUP:	Finance
SERVICE:	Internal Audit Service

REPORTING STRUCTURE

Reports to:	Internal Audit Manager
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

Part of the team delivering the Council's Internal Audit (IA) strategy and Annual IA Plan and provide a professional IA service to the London Borough of Hillingdon and external clients.

Responsible for delivering high quality complex audits with outcomes that combine independent, objective and accurate assurance statements containing helpful and value adding recommendations, advice and counsel to clients and other key stakeholders.

Support stakeholders with the implementation of Internal Audit recommendations, including tracking, monitoring and reporting progress to senior stakeholders, and provide support to junior members of the IA team throughout their work.

Maintain a culture of putting our residents first; to be an ambassador for the Council by supporting management through the completion of complex IA reviews and continuous service improvement.

A. Job Description

1. Operational Service Delivery

- To provide support to the Head of Internal Audit & Risk Assurance in the provision of a professional IA Service on behalf of Hillingdon Council.
- Use your own initiative to successfully deliver the IA plan by completing complex risk based IA reviews to a high quality standard and within agreed timescales.
- To plan, conduct and report complex risk-based assurance and advisory reviews in accordance with IA procedures and Global IA Standards (GIAS).
- Prepare and issue Terms of Reference setting out the key risks which impact the achievement of service objectives.
- To design, prepare and conduct a testing schedule to substantiate the adequacy and effectiveness of controls to mitigate key risks.
- Undertake substantive testing and data analytics for the purpose of IA testing and analytical reviews.
- To propose realistic, pragmatic and cost-effective IA recommendations to management which improve and add value to the Council's risk management, control and governance processes.
- To produce high quality IA reports for IA management review that communicates the results of IA activity and provides an opinion on the area under review.
- Implement continuous monitoring of individual performance and productivity to ensure the successful delivery of the IA plan.
- To lead on specific project work in liaison with the Head of IA & Risk Assurance including work on project groups.

2. People Management

- No direct supervisory responsibility however there will be a requirement to assist in the induction and training of peers and new employees.
- Mentor, coach and support junior members of the team, focusing their contribution on high priority, high quality and high-value delivery. Ensure knowledge sharing and appropriate training where appropriate.

3. Service Planning & Development

- Maintain knowledge of the Council's vision and strategic priorities and understanding of own contribution in order to ensure delivery of this plan.
- Maintain knowledge of the current IA Team Plan and understanding of own contribution in order to ensure delivery of this plan.

4. Financial & Resource Management

- Demonstrate cost-consciousness and support services to identify cost-effective changes through audit assurance and advisory reviews.
- Ensure that the allocated audit days targets are achieved, or satisfactory explanations are provided to Audit Reviewer where they are not.

5. Service Improvement

- To identify and suggest improvements to governance, risk management and internal controls across the council through audit assurance and advisory work in order to deliver more efficient and effective services to residents.
- To identify and suggest any improvements to the current IA ways of working in order to deliver a more efficient and effective service.
- Proactively seek out and progress innovative ways to develop the IA service.
- Take a role in the implementation of major IA improvement initiatives and change programmes using appropriate methodologies.

7. Contacts

- Develop and maintain good working relationships with officers within the Council, service users/ residents and their representative bodies to ensure maximisation of information sharing on all relevant matters for the benefit of the IA work.
- Develop and maintain working relationships with other authorities, professional bodies and relevant outside organisations to maximise the effectiveness of the services.

8. Additional Responsibilities

- Complete other reasonable tasks to fulfil role purpose or as instructed by IA management.
- Deliver personal chargeable days target as set out in the IA Capacity plan.
- Contribute to the delivery of IA KPIs as reported to Corporate Management Team and Audit Committee each quarter.

B. Person Specification

Senior Internal Auditor

This person specification will be used for recruitment to the **Senior Internal Auditor** 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 professional qualification (i.e. CIA, CPFA, ACA, AAT, etc.) or actively studying for a professional qualification <u>with</u> equivalent experience	✓	
Demonstrable Continuing Professional Development	✓	
2. STATUTORY/ ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Willingness to work flexibly, from the office, home and alternative locations.	✓	
Abide by the Institute of Internal Auditors (IIA) Global Internal audit Standards and Code of Ethics (Confidentiality, Competence, Objectivity and Integrity).	✓	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of conducting complex Internal Audit reviews and reporting on the results to senior management.	✓	
Evidence of taking responsibility for projects including managing time and meeting deadlines.	✓	
Experience of conducting data analysis reviews and writing up results in any setting/industry.	✓	
Experience of using Internal Audit software e.g. TeamMate.	✓	
Experience of working in the Public Sector.		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Sound understanding of Internal Audit Standards in the UK Public Sector	✓	
Sound understanding key strategic issues affecting local authorities.	✓	
Highly organised with strong organisational and time management skills, with a proven track record in meeting tight deadlines.	✓	
Proven analytical skills and ability to clearly present internal audit findings to a range of key stakeholders.	✓	
Proven literacy skills and ability to clearly present internal audit findings to a range of key stakeholders.	✓	
Excellent interpersonal skills, ability to communicate effectively at all levels both orally and in writing.	✓	

Ability to effectively utilise IT packages, including Microsoft software spreadsheets and word processing packages.	✓	
Ability to gain and apply new knowledge effectively.	✓	
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.	✓	