



Job profile

Senior Audit & Risk Officer

Grade J/K

Group: Corporate Resources

Service: Corporate Finance

Location: Civic Centre

Line Manager: Audit and Risk Manager

Car User Status: Casual

Job Purpose

To assist in the provision and operational management of the Internal Audit & Risk Service.

The key roles of this post will include:

1. To deputise for the Audit & Risk Manager in his/her absence.
2. To carry out audits, special investigations and prepare system notes as directed, ensuring standards and procedures within the Internal Audit Manual are adhered to.
3. To assist in the supervision, direction and training of employees and stakeholders as allocated and in accordance with the work programme.
4. To assist the Audit & Risk Manager in the development and delivery of the Internal Audit Plan and monitor progress to ensure efficient use of audit resources and achievement of local performance targets.
5. To provide advice on the Constitution for the Council and associated bodies.
6. To provide a comprehensive Risk Management and Corporate Fraud service for the Council ensuring the cost-effectiveness and efficiency of the service.
7. To assist in the maintenance and development of agreed Risk Management and Corporate Fraud performance standards, indicators and measures in order to ensure the ongoing provision of an efficient service.
8. To manage the co-ordination of the National Fraud Initiative for the Council and associated bodies.
9. To promote the highest standards of good governance, ethical behaviour and a counter fraud culture within the Council and associated bodies.
10. To represent the Strategic Director, Corporate Resources at meetings and working parties as required, providing professional audit advice, including advice in support of operational projects and systems.



11. To ensure that all work carried out within the post holder's areas of responsibility is performed in accordance with the Council's Health and Safety Policy.
12. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Local Government financial and non-financial control environment.

Experience

- Internal Audit
- Effective communication skills
- Ability to work with minimum supervision and organise own workload
- Ability to manage heavy workloads within tight deadlines
- Ability to liaise with a wide variety of internal and external clients
- Comprehensive working knowledge of using financial accounting systems and office-based software packages (e.g. Microsoft Word, Excel, PowerPoint & Email applications)

Qualifications

Grade J:

- AAT qualification with relevant post qualification experience or CCAB qualification or equivalent.

Grade K:

- CCAB qualification or equivalent and evidence of professional, technical and behavioural competencies as set out by the Deputy Strategic Director, Corporate Finance.

Desirable:

Knowledge

- Internal Audit professional standards.
- Risk Management standards
- Counter Fraud codes of practice

Experience

- Local Government Finance
- Counter Fraud
- Risk Management

Qualifications

- IPFA/CIIIMA qualification



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Communication and Engagement	Shares and listens to information and ensures employees views are sought out; listened to and make a difference. Facilitates and empowers employees to make things happen. Treats individuals with respect and consideration.
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working