

**Job Description**

**Job Title: Principal Auditor**

**Salary Grade: 8**

**SCP: 31**

**Job Family: Organisational Support**

**Job Profile: OS4**

**Directorate: Corporate Services**

**Work Environment: Office / Agile**

**Reports to: Audit Manager**

**Number of Reports: 0**

**Purpose:**

Plan, manage, undertake and review a range of complex internal audit, counter fraud or risk activity, in relation to a range of council and controlled companys’ services, other clients and Academies.

**Main Duties and Responsibilities:**

1. Plan, lead, control, undertake and review complex audits of various areas of activity and clients. Report / present findings and recommendations to senior managers.
2. Advise senior managers on systems development and day to day issues that have risk and control implications.
3. Undertake investigations into suspected fraud, error or corruption
4. Undertake risk related work as directed.
5. Promote the principles and benefits of sound internal control whilst undertaking audit work.
6. Liaise with senior management, officers, external auditor, other regulatory bodies, members of the public, and other parties as required.
7. Consider the needs of clients in all aspects of work.
8. Continuously develop and adapt to the responsibilities and requirements of the post and adapt to changes in legislation, developments within the auditing profession, technology and local priorities.
9. Assist with the training of staff in order to maximise their development.
10. Comply with the Service’s quality standards which reflect professional practice and manage workload to achieve the Service’s targets.
11. The postholder will be required to exercise internal audit's right of access to records, buildings, information and explanations as set out in the Council's Financial Procedure Rules and Audit Charter.
12. Represent the Audit Manager as required.
13. Carry out all other duties that would be expected from this grade of auditor and that fall within the broad remit of the post.
14. Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.
15. Comply with the principles and requirements of the Freedom of Information Act 2000.
16. Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
17. Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
18. Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
19. Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council.

**Author: Tracy Davis**

**Date: 30th July 2019**