



Internal Audit and Risk Officer Grade F/G

Group: Resources and Digital

Location: Gateshead Civic Centre

Service: Commercialisation and Improvement

Line Manager: Senior Audit & Risk Officer / Audit & Risk Manager

Car User Status: Casual

Job Purpose

To support the provision of the Internal Audit Service

The key roles of this post will include:

1. To carry out audits and prepare draft audit reports as directed, ensuring the standards, procedures and systems specified in the Internal Audit Manual and local performance targets are adhered to.
2. To provide advice on the Constitution and Standing Orders for the Council and associated bodies.
3. To assist in the training and guidance of divisional members as allocated to ensure team members achieve high levels of performance.
4. To raise awareness of the benefits of effective internal controls as a contribution to the achievement of the organisational objectives of all audited bodies.
5. To assist managers of the Council and associated bodies in the identification of fraud, waste and extravagance.
6. To ensure the assets of the Council and associated bodies are accounted for properly and safeguarded from loss.
7. To uphold the principles of integrity, objectivity, competence and confidentiality in all work responsibilities.
8. To maintain a continuous dialogue with the Division's management in respect of progress against ongoing work objectives.
9. To ensure that all work carried out, within the post holders areas of responsibility is performed in accordance with the Councils health and safety policy.
10. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge and Experience

Essential

Qualifications:

Grade F

- NVQ 4 or equivalent qualification in a finance, audit or fraud related subject.

Grade G

- Completion of CIA, full AAT or CCAB qualification.
- Three years satisfactory post qualification experience in an audit role.

Experience of:

Working in a Financial Services or Audit type of employment

Desirable

Qualifications:

- Full AAT (NVQ 4) or IIA (Certified Internal Auditor level) qualified

Knowledge of:

- Internal audit
- Local government finance.

Experience of:

- Liaising and negotiating with more senior officers.
- Working in a local government Finance or Internal Audit role
- Undertaking IT audit work.



Competencies

Self Awareness	Is self-aware, learns continuously and adapts behaviour in response to feedback.
Personal Effectiveness	Makes things happen, operates with resilience, flexibility and integrity.
Communication	Shares and listens to information, opinions and ideas using a range of effective methods.
Delivering Results	Promotes customer focused service delivery. Plans and prioritises and learns from mistakes.
Joined Up Working	Promotes collaborative relationships with other services and colleagues in order to improve service delivery.
Improving Delivery	Seeks out the best way to deliver services, promotes innovation and learning and manages risks.
Motivating Teams and Individuals	Creates the right environment for teams and individuals to perform at their best.
Managing Team and Individual Performance	Gives clear direction and feedback to maximise performance.
Managing Diversity	Treats individuals with respect and consideration, takes employee policy and practice seriously.