

Job Specification

Job Title: Audit Manager

Grade: g12	Job Evaluation Code: PR2001
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Reporting to: Service Manager for Internal Audit and Risk	Manager's Grade: g15
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Location: Wakefield One (with an expectation of travel to client buildings)
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Service Area: Internal Audit & Risk	Service Directorate: Chief Executive's Unit
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Workstyle: Flexible

Overall Purpose of the Post:

Reporting to the Service Manager for Internal Audit and Risk (SMIAR), the Audit Manager will play an important role in ensuring that the effective delivery of a modern and professional internal audit service that is insightful, proactive and adds value to Wakefield Council. The Audit Manager will be part of the Service Management Team which is responsible for developing, managing and maintaining an internal audit service in line with professional standards.

This will involve direct line management of senior auditors (incorporating all HR related matters such as staff development and performance management).

Another key element of the role will be to establish and develop effective working relationships with a named directorate(s). This will involve:

- Direct interaction with the relevant corporate director and their management team.
- The effective use of good interpersonal skills (written and verbal) when dealing with a range of stakeholders.
- Working on your own initiative, being proactive in understanding the business needs, strategies, plans, risks and controls for that directorate.
- Developing a sound understanding of the Council's governance, risk management and control processes.
- Developing a risk-based internal audit plan for that directorate, including the use of assurance maps.
- Being insightful and future-focused in the provision of internal audit advice from a range of advisory, assurance, and consultancy work. This should contribute to the successful delivery of agreed strategies.

- Acting as a 'critical friend' to the directorate, helping to influence and improve the efficiency and effectiveness of the governance processes and control environment for mitigating strategic risks.
- Championing relevant good practice within the directorate, and across the Council.
- Attendance at their directorate management team meeting as part of the quarterly update reporting process.

They will also help in the delivery of audit work to any of our external clients.

Requirements for the Post		
Criteria	Essential	Desirable
Qualifications/ Training	<p>Full and active membership of a CCAB Body, or,</p> <p>Qualified to practitioner / certified level of the IIA (Institute of Internal auditors) and an active member.</p>	Management development training.
Knowledge	<p>Sound knowledge of internal auditing professional standards, for example the Public Sector Internal Audit Standards or the International Performance Practice Framework.</p> <p>Sound knowledge of the concepts of governance, risk management, and control.</p> <p>A sound understanding of the importance of good ethical behaviour (e.g. the Nolan Principles).</p> <p>A sound understanding of the principles for risk-based internal audit planning and delivery, linking the work to strategic objectives, priorities and risks.</p> <p>A sound knowledge of the role of an audit committee and the importance of maintaining good professional relationships with our clients.</p> <p>Knowledge of computerised internal audit databases (e.g. MK Insight, Galileo, and Team Mate).</p> <p>Knowledge of word-processing, spreadsheets; e-mail, PowerPoint, Internet and computerised systems.</p>	<p>Comprehensive knowledge of the role of the Council's Audit and Governance Committee, Section 151 Officer and Monitoring Officer.</p> <p>Knowledge of the benefits and risks associated with the use of computer-aided audit tools.</p> <p>Knowledge of the Council's values, key priorities and objectives.</p>

Requirements for the Post		
Criteria	Essential	Desirable
Experience	<p>Extensive post qualification experience of working within an internal audit environment.</p> <p>Demonstrable experience of establishing and maintaining good relationships with a wide range of stakeholders.</p> <p>Experience of supervising staff.</p> <p>Proven experience of delivering high-level complex audits across a broad range of disciplines (e.g. value for money, risk management, governance, systems development).</p> <p>Experience of working with sensitive and confidential information within legislative requirements.</p> <p>Experience of identifying and resolving complex problems and solutions. This will include having demonstrable negotiation skills to positively influence change.</p>	<p>Experience of leading / managing parts of an internal audit plan and experience in assisting in the production of annual plans based on risk methodologies</p> <p>Experience of utilising assurance mapping for the development of risk-based plans.</p> <p>Experience of working within a public sector internal audit environment.</p>
Physical Skills	<p>Skilled in the use of technology including the use of databases, spreadsheets and word processing packages including the ability to manipulate data from a variety of sources to produce a range of documents and reports to a high standard.</p> <p>The post holder will be responsible for IT equipment associated with the post.</p>	
Competencies and Other Skills	<p>Refer to the attached professional competency framework.</p> <p>Able to work on own initiative and also as part of a team.</p> <p>Highly motivated and committed individual.</p> <p>Naturally inquisitive with good personal resilience, and an ability to work with people in a constructive manner.</p>	<p>Experience of developing strategic frameworks and policy.</p>

Requirements for the Post		
Criteria	Essential	Desirable
	<p>Mature personality and capable of fostering positive relationships with senior officers within a corporate directorate and across a wide range of contacts. This will involve acting as an agent for change, promoting relevant good practice to improve decision-making processes within the agreed corporate directorates, through the use of negotiation and persuasion.</p> <p>Manages conflict by negotiating and resolving disagreements.</p> <p>Highly developed interpersonal, oral and report writing skills when interacting with a range of stakeholders. This includes an ability to actively listen, anticipate reactions and plan responses in advance.</p> <p>Ability to lead, support and organise staff to achieve objectives.</p> <p>Highly developed analytical skills with a creative approach to problem solving.</p> <p>Coaching, facilitation and training skills.</p> <p>Highly developed negotiation, influencing and persuasion skills obtained within sensitive and potentially volatile environments.</p> <p>Ability to lead and manage internal audit work in complex and changing organisations.</p> <p>Ability to develop strategic frameworks and policy.</p> <p>Selects and uses appropriate research, business intelligence and problem solving techniques to analyse and solve complex situations</p> <p>Assists management in finding practical solutions to address issues identified through audit activity</p>	

Requirements for the Post		
Criteria	Essential	Desirable
	<p>Utilises benchmarking research to support decisions and key messages</p> <p>Maintains independence and objectivity in all situations.</p> <p>Initiates and manages change within their sphere of responsibility (i.e. nominated directorate).</p> <p>Highly skilled in managing time and competing priorities effectively to deliver work to time, quality and budget.</p> <p>Creativity and flare in planning and decision making.</p> <p>Confidence in making decisions and supporting staff as main contact.</p>	

Key Outcomes/ Activities

INTERNAL AUDIT

- 1 To lead in the provision of the internal audit service to nominated directorate(s) of the Council. This will include the development of a risk-based internal audit plan, and then delivery of the plan to appropriate professional standards, time and budget.
- 2 To develop expertise and become the focal point for contact in nominated areas, providing direction, advice, support and guidance to auditors working in these areas to enable them to achieve maximum potential contribution.
- 3 Provision of advice / guidance to staff working in service areas on control, governance and risk management matters, as required.
- 4 To keep up to date with developments in the provision of the Internal Audit Service.
- 5 Work effectively in conjunction with the Service Manager for Internal Audit and Risk and the Principal Audit Manager to:
 - Plan, organise and control audit work in relation to annual / quarterly plans for their nominated directorate.
 - Produce audit scoping documents.
 - Attend Directorate Management Team meetings, and maintain links with Senior Managers covering the nominated areas.
 - Supervise staff undertaking individual audit assignments.
 - Monitor the performance of the staff producing audits within their nominated directorate.
 - Maintain good working relationships / liaison with external organisations, and other local authorities (especially those in the Yorkshire and Humber Region).

- Interview staff for posts within the Internal Audit Section.
- Operate the Council's performance appraisal scheme.
- Ensure that staff are kept informed on matters that affect them.

6 To deputise in the absence of the Principal Audit Manager by attending meetings such as the Financial Services Management Team.

7 May be required to assist in the completion of counter-fraud work when investigations are being carried out.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

Management of a number of members of the Internal Audit Team, supervising tasks within areas of work allocated to them.

The post holder will also assist the SMIAR in maintaining the Quality Assurance and Improvement Programme. This is a key document to ensure that the internal audit function is fit for purpose and conforms to professional standards (i.e. the PSIAS).

Financial:

No direct financial responsibilities. However, the post holder may assist in investigations or audit work that involves the handling of cash under the control of another officer.

The post holder will be expected to provide unbiased, professional and independent opinion and advice directly to Corporate Directors and Managers on matters of internal control and complex financial arrangements as part of the process for delivering the Internal Audit Annual Plan.

Physical:

Direct responsibility for IT equipment utilised by the Audit Manager and indirect responsibility for IT equipment made available to staff within the Team.

Service Users:

High-level contacts across the Council, including Corporate Directors, Service Directors, Service Managers, and Heads Of Service. There will also be high-level contact with outside organisations such as the Council's External Auditors and Senior Management with the Council's partner organisations.

Customers / clients cover all employees and Members of the Council, plus representatives of partner or other external organisations associated with carrying out the functions of Wakefield

Council. These people are engaged with in checking the extent to which they operate adequate procedures to manage risks for which they are responsible.

Working Conditions:

Due to the nature of the work the post holder will need to have good personal resilience, as they may have to deal with unpleasant behaviour and/or difficult conversations. They will also be expected to use their own initiative, working independently, when developing relevant risk-based internal audit plans with the relevant directorates.

Office based with strong ICT requirements, the post holder will normally work indoors within an office environment, (including customer / client locations), and have some days working from home. This is through a local working agreement in relation to flexible working, which is reviewed on an annual basis.

The post holder has the option to work in accordance with this agreement or work the Council's core hours.

Characteristics of the post:

The post holder will regularly come into contact with high level contacts across the Council, including Corporate Directors and Service Directors. High-level contact with outside organisations such as our external clients and local benchmarking groups will also be necessary.

The post holder will be expected to provide unbiased and professional opinions and advice directly to Corporate Directors and Managers on matters of risk control.

The post holder will design and participate in presentations and training sessions to Internal Audit staff and officers.

The post holder will be expected to travel to Council offices across the district as required for conduct of the work and may be required to work/travel outside office hours.

The employment checks are required:

- **Evidence of entitlement to work in the U.K.**
- **Evidence of essential qualifications.**
- **Two satisfactory references, one from your most recent employer.**
- **Confirmation of medical fitness for employment.**
- **Registration with appropriate bodies (where applicable).**

Date completed: 7th June 2021