



JOB DESCRIPTION

POST TITLE:	Audit Manager
GRADE:	PO7
DEPARTMENT:	Finance and Resources
DIVISION / UNIT	Internal Audit
REPORTS TO:	Head of Internal Audit
MANAGES/SUPERVISES	<ul style="list-style-type: none">• Three PO4/5 Principal Auditors• External contract for audit services• Occasional CIPFA trainees

PRIMARY JOB FUNCTION

- To lead an efficient and effective comprehensive internal audit service covering a full range of functions across the authority, including complex, cross-cutting pieces of work by both the in-house and contracted Audit Team and contribute to the annual audit opinion on the robustness of Islington's internal control environment, risk management and governance arrangements.
- To contribute to the strategic development, implementation and delivery of the Council's Internal Audit plan and ensure that the service is delivered in accordance with agreed professional audit standards, codes of conduct and core council values
- To prepare reports for Audit Committee four times a year, ensuring correct approval procedures are followed and appropriate liaison with management teams, Corporate Management Board and Corporate Governance Group has taken place.
- Contribute to the delivery of the Council's Annual Governance Statement framework.
- To contribute to the development of the Camden and Islington Shared Internal Audit service, wider CCAS framework and potentially non-Local Authority organisations e.g. London Waste, North London Waste Authority, London Grid for Learning
- To provide highly technical, complex professional advice to senior stakeholders and/or Members as required
- To deputise for the Head of Internal Audit, Risk Management and Investigations (HIA).



DUTIES AND RESPONSIBILITIES

1. Responsible for drafting the annual Internal Audit Plan to address the statutory requirements and key risks to the Council. This is achieved by assessing available resources; identifying and evaluating auditable areas against risk criteria, local risks, and CMB principle risks and; liaising with Departmental Management Teams, Corporate Governance Group and the Corporate Management Board prior to Audit Committee approval.
2. Responsible for managing the delivery of the annual Audit Plan by the in-house team and contracted audit services in line with Key Performance Indicators, local audit standards and protocols and Public Sector Internal Audit Standards (PSIAS) Oversees the effective utilisation of both internal and external staff resources, including the allocation of staff to projects in order to maximise productivity and ensure delivery deadlines are met.
3. Responsible for ensuring the Audit Team is a proactive, customer-focussed service, which is regarded as a credible and highly valued function, and continuously adds value to the Council. Lead the development and application of local audit standards, PSIAS and knowledge of leading-edge audit techniques in the Audit Team. Embed continuous process improvement and these new approaches into the day-to-day activities of the Audit Team. Provide the Audit Team with expert guidance and supervision on technical queries or complex audit issues.
4. Ensure that audit projects include a focus on contributing to Islington's achievement of its vision for a Fairer Islington, and its key priorities of Homes, Work, Money, Good Services and Quality of Life by reviewing the adequacy and optimal effectiveness of controls.
5. Manage all in-house audit staff in accordance with local audit standards, the Council's Ways of Working, Code of Conduct and performance monitoring and appraisal framework. Develop and maintain high standards of behaviour, performance quality, credibility and integrity in accordance with Public Sector Internal Audit Standards (PSIAS).
6. Demonstrate the Council's Ways of Working: work together as one, put ourselves in their shoes, make every penny count, show that we care and keep things simple through own behaviour and audit approaches, outputs and communication. Encourage the team to demonstrate similar behaviours.
7. Manage the delivery of the plan by, and relationship with, the external delivery partners in line with budget provision and audit protocols and standards. Ensure no duplication of effort on the part of the in-house team.
8. Demonstrate considerable flexibility in managing a large and complex programme of work and adapting this programme as risks change and the Councils control environment develops. This may mean re-organising the audit team's workload at short notice and prioritising risk and control issues using professional judgement.
9. Lead the recruitment and selection process as required for new staff including obtaining approval for recruitment, advertising, shortlisting, interviewing and selection in line with the Council's Recruitment and Selection policy and procedure.



10. Deputise for the HIA as delegated on all aspects of the HIA role, including engagement with Members, CCAS, senior officers and communication with key stakeholders as required.
11. Report Internal Audit's outputs bi-annually to Departmental Management Teams, Corporate Management Board and Audit Committee and provide detail on the high risk and priority issues which could impact on the effectiveness of the internal control environment across the Authority. Report the work that Internal Audit has undertaken and delivered in line with KPI's, identify the key themes across the authority, and highlight how responsive management have been in implementing recommendations.
12. Contribute to, and co-ordinate with key stakeholders, such as Governance, Legal, Democratic Services, Finance, HR, Communications and Information Assurance to the production of the Council's Annual Governance Statement, demonstrating how the Council has complied with the principles of the CIPFA/SOLACE framework Delivering Good Governance in Local Government. Ensure approval of the AGS by Finance DMT, CMB and External Audit in line with the required timeframe for publishing the Council's accounts. Obtain signatures from the Leader of the Council and the Chief Executive ahead of publishing.
13. Contribute to the development and success of the shared internal audit service with Camden by ensuring harmonisation of processes and protocols, managing joint audits where necessary, engaging with senior stakeholders at Camden as necessary, contributing to the development of all staff in shared service, and contributing to the joint monitoring of audit service contract.
14. Contribute to and support the External Quality Assessment process for determining the extent to which the Internal Audit Shared Service meet the PSIAS requirements. Undertake EQA's on behalf of other authorities as requested.
15. When requested, provide support and contribute to the procurement exercise for re-tendering of the audit service contract in line with professional standards and Council policy and regulations.
16. Contribute to the wider CCAS framework by hosting and/or attending Joint Operational Group meetings. Contribute to requests for advice and information from partner boroughs and contribute to the CCAS working groups. Attend and contribute to the regular CCAS network days.
17. Regularly liaise with External Audit throughout the year, advising on any key risk areas that may impact on their work and provide updates on the audit plan.
18. Attend quarterly Corporate Governance Group meetings and provide updates on internal audit output and any arising governance issues.
19. Provide representation at Data Security Working Group and provide control advice where requested/required. Feedback any data security risks/issues to the audit team where applicable.
20. Provide timely responses to Freedom of Information requests as directed by Head of Internal Audit in line with Council procedure.
21. Participate as a member of project development teams, as required by the Head of Internal Audit, to ensure control design is optimal and effectively assessed and implemented and projects are managed in accordance with the Council's adopted best practice methods



22. Undertake highly technical, complex and/or sensitive audit reviews where required, employing tact and discretion when dealing with the most senior officers and Members of the Council. Regularly engage in constructive dialogue with senior officers.
23. Provide support to the Fraud Manager and Investigations team where required, and highlight fraud risks and/or fraud identification through audit work.
24. Provide support to the Risk Manager where required and promote the development and embedding of the Council's risk management framework and consider the Council's Principal Risks as a basis of audit work.
25. Demonstrate initiative in developing innovative and new solutions to complex control issues in consultation with the Head of Internal Audit. Demonstrate discretion to make decisions and accurately judge the level of assurance the internal audit function is able to offer to a specific process, in a consistent and measured way.
26. Demonstrate high levels of information management skill, including the ability to handle sensitive and confidential information.
27. Responsible for monitoring the Internal Audit budget, liaising with Finance and Head of Internal Audit to ensure that the budget is not overspent. Responsible for the approval of invoices ahead of authorisation by Head of Internal Audit. Responsible for year-end processes including the submission of accruals.
28. To undertake any other duties as required by the HIA
29. To undertake other duties commensurate to the grade of the post

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).



Work Environment:

There is an expectation that on occasion the post holder will accompany the Head of Internal Audit to Audit Committee meetings and contribute to discussions with Members. These meetings take place in the evening. Some travelling is required to auditee locations as well as the locations of key partners.

Post holder Declaration

Name:	
Signed:	
Date:	



PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

DEPARTMENT: Finance and Resources		Division: Internal Audit
Post Title: Audit Manager		Grade: PO7
REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T*
E1	Professional Internal Audit qualification/background and proven substantial experience in a senior audit and/or Audit Manager position or part qualified with at least extensive experience in a senior audit and/or Audit Manager position.	A
E2	A thorough understanding and extensive experience of undertaking risk based auditing in a complex organisation.	A/I/T
KNOWLEDGE, SKILLS and ABILITY		
E3	Excellent knowledge and practical understanding of risk based auditing concepts and principles and the ability to apply them when auditing the Council's processes and systems to enable effective management of the delivery of the Internal Audit plan.	I/T
E4	To be self-motivated and able to work on own initiative with the ability to prioritise conflicting demands and to work effectively under pressure to meet deadlines.	I
E5	Ability to plan, supervise and monitor the work of both in-house staff and contracted staff to ensure audit assignments are completed to meet deadlines and ensure the quality of work meets required local and professional standards.	A/I
E6	Ability to apply contract management principles to the monitoring of the audit services contract, ensuring that best value from the contract is obtained for the Council and high quality standards are maintained.	I
E7	Ability to manage in house staff in line with Council Ways of Working, Code of Conduct and performance management and appraisal policies and procedures.	I
E8	Ability to undertake recruitment procedures including shortlisting, interviewing and selection in line with Council Recruitment and Selection policy and procedure.	I
E9	Comprehensive understanding of Public Sector Internal Audit Standards (PSIAS) and the ability to embed them within the audit service.	I
E10	Ability to monitor performance in line with key performance indicators and present clear, accurate and timely reports/information to a wide range of stakeholders such as management teams, Corporate Governance Group, Corporate Management Board and Audit Committee	I
E11	Knowledge and understanding of the CIPFA Framework for Delivering Good Governance in Local Government to ensure that the Annual Governance Statement is co-ordinated and contributed to in line with principles set out.	I
E12	Knowledge and understanding of anti-fraud risks, techniques, legal procedure and strategy	I/T



E13	Knowledge and understanding of current Enterprise Risk Management methods and strategy.	I
E14	Excellent relationship management skills and ability to operate at all levels of client management (particularly at Senior Officer/Chief Executive and Committee level) and deal effectively with a range of highly technical and complex queries to provide appropriate professional advice, using discretion, tact and initiative, where necessary.	I
E15	Demonstrate diplomacy and strong arbitration skills in sensitive conflict situations	I
E16	Strong presentation and facilitation skills at Chief Executive and Senior Management Team level in order to explain complex audit risks and issues.	I/T
E17	Ability to provide highly technical and complex audit advice to non-finance managers.	I
E18	Ability to communicate effectively with all levels of staff, management and service users in a clear and concise manner both orally and in writing and ensure that all audit outputs maintain the same consistent level of high quality.	I
E19	Ability to establish, develop and maintain effective relationships the shared audit service with Camden, Cross-Council Assurance Service, audit contractors and partner organisations, enhancing the profile of the audit service.	I
E20	Ability to fully participate in senior meetings, project groups and working groups as a representative of the Head of Internal Audit	I
E21	Ability to monitor the Internal Audit budget, ensuring that the budget is not overspent, approve invoices ahead of authorisation by Head of Internal Audit and take responsibility for year-end processes including the submission of accruals.	I
E22	Knowledge and understanding of data security and information governance principles and legislation. Ability to adhere to Data Protection regulations and local data security policies	I
E23	Knowledge and understanding of Health and Safety legislation	I
E24	Ability to demonstrate the Council's Ways of Working: work together as one, put ourselves in their shoes, make every penny count, show that we care and keep things simple.	I
COMMITMENT TO EQUAL OPPORTUNITIES		
E25	Ability to adhere to the Council's Dignity for All policy.	A/I
SPECIAL REQUIREMENTS OF THE POST		
E26	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service (DBS)	
E27	This post needs to meet the requirement of the Baseline Personal Security Standard ⁱ	
E28	This post is subject to the council's policy on pecuniary and personal interest	
E= Essential		
*Assessed by: A= Application I= Interview T= Test		