Post title	**Senior Auditor**
Division / Section	**Internal Audit**
Department	**Resources Directorate**
Responsible To	**Chief Internal Auditor**
Number of post holders	**2**
Acting up/ Secondment	**No**

Purpose of Job

Responsible for undertaking Internal Audit under the auspices of the Internal Audit annual plan. The Internal Audit service undertakes Internal Audits under the Public Sector Internal Auditing Standards (PSIAS), Code of Ethics and the Internal Audit Charter.

Undertakes Internal Audit project delivery and contributing to the development of the Internal Audit plan. The Internal Audit service provides internal audit services to the Council, the Lothian Pension Fund, the Edinburgh Integrated Joint Board and any other external bodies as directed.

'THE WHAT' – MAJOR TASKS AND JOB ACTIVITIES

- Ensure delivery of multiple assigned audit projects in all areas including those which are highly technical and complex in nature, to budget and within timescale.
- Effective delegation for Principal Audit Manager as required
- Responsibility for completion of the internal quality assurance programme and compliance with Public Sector Internal Audit Standards (PSIAS) requirements.
- Contribute towards the development of team-working within the Internal Audit function and across the wider environment in which the post operates.
- Assist in the development of the internal audit plan and in the development of the methodology used by the Internal Audit function.
- Assist in the development of standards, policies and procedures which ensure that the Internal Audit function complies with the PSIAS, Council policies, aims and objectives.
- Identify opportunities for continual improvement in internal audit quality, demonstrating intellectual flexibility and agility within a complex internal and external environment.
- Responsible for the preparation of reports, providing professional recommendations for improvements, briefings, presentations, FOIs and other documents for Council meetings, senior officers and stakeholder groups.
- Assist in the development of initiatives, strategic plans and policy development in connection with internal assurance across the directorate and Council, as required.
- Ensure and demonstrate the services under his/her control provide Best Value.
- Support the Council's democratic process, including scrutiny, meetings of the Council, Governance, Risk & Best Value Committee (or other required committees) and Elected Members

- Responsible for supporting the delivery and improvement of outcomes for customers, working in close partnership with service managers in both directorates and localities; to ensure these agreed outcomes have mitigated the risks identified during the audit engagement

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, CONTACTS & RELATIONS, DECISION MAKING)

Requires a proactive, imaginative and flexible approach to optimise team performance, e.g. making full use of forensic analysis to provide assurance; identifying areas of good practice and control weakness, making recommendations for improvement, and embracing new techniques and approaches to audit planning and risk analysis.

Will be required to lead, design, and deliver a variety of different audit project types including;

- Control design effectiveness audits (covering automated & manual controls);
- Control operation effectiveness audits (covering automated & manual controls);
- Monitor and evaluate implementation of agreed management actions;
- Unit visit programmes;
- Audit Investigations (including fraud related investigations);
- Review Recommends; and
- Desktop reviews.

Will be involved in contributing ideas towards the development and implementation of proposals relating to policy, procedures and strategic development of the Internal Audit service.

Own and manage key stakeholder relationships at a senior level (generally Heads of Service) regular contact with middle & senior management and attendance at ad hoc meetings with senior management. The post will, on occasion, provide advice and support to senior management on governance, risk & control environment matters.

Liaise with key client contacts (Senior Officers and External Agencies) to represent the Council's interests throughout the audit project.

Responsible for evaluating and reporting on the integrity, adequacy and effectiveness of controls and corporate governance arrangements in place. Decisions will largely take the form of professional judgements derived from professional experience and knowledge. The decisions taken are in relation to completion of audits and the audit follow-up process.

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Educated to degree-level with a relevant professional qualification or will have equivalent professional training & internal audit experience (e.g. time with a professional firm specialising in provision of audit services). Technology audit experience is desirable, but not required.

ENVIRONMENT

- Expected to manage own time and will manage the delivery by team members on audits they are working on together .
- Physical demands and conditions will be predominantly within the range of normal office based activities.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g. health and safety, code of conduct

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- Will assist the Principal Audit Manager with mentoring CIPFA students seconded from Finance to the Internal Audit team but will not be involved with formal performance management responsibilities.
- Manage delivery of audit work performed by other team members, by providing support and coaching and reviewing their audit testing outcomes.

Resources

- Responsible for documenting all Internal Audit work on the electronic working paper system (Team Mate) in line with the requirements of the PSIAS
- Responsible for a range of office equipment and will update and maintain and other Internal Audit related data.
- The post will have no formal budget management responsibilities.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisational chart