

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Internal Auditor
REFERENCE:	RES262
SALARY SCALE:	Scale 6 (scp 21-24) £33,143 to £35,412 per annum
HOURS OF WORK:	37 hours per week
POST NO:	E114
SERVICE AREA:	Internal Audit
RESPONSIBLE TO:	Internal Audit Manger
RESPONSIBLE FOR:	-
JOB PURPOSE:	To carry out a wide range of internal audit work to the highest professional standards on all council services in accordance with the requirements of the Global Internal Audit Standards. Also to evaluate the effectiveness of the council's governance arrangements.

KEY RESULT AREAS:

- To undertake internal audits as directed by the Internal Audit Manager in accordance with the annual audit plan, challenging assumptions and ensuring transparency.
- To carry out systems and non-systems based probity and regularity audits across all council services, identifying the risks and required systems of control.
- To be responsible for making recommendations to develop and strengthen controls where weaknesses have been identified, developing action plans detailing responsible officers and appropriate deadlines to ensure that service objectives and controls are met.
- Undertake ad-hoc audit work outside of the Annual Audit Plan, as and when assigned by the Internal Audit Manager, Head of Financial Services or Director of Resources.
- Monitor the outcomes from completed audit work and conduct the necessary follow up review work in accordance with the internal audit follow up procedure.
- To identify and report to management on any system weakness or other financial issues which may require other audit work and attention.

- Together with the Internal Audit Manager pay close regard to the council's risk management arrangements, any service developments or changes and any legislative changes, whilst structuring the approach to be undertaken for each individual audit assignment.
- To provide technical and professional advice on audit issues to staff throughout the council.
- Whilst maintaining the independence of the internal audit function, contribute to the development of practical and innovative solutions to a range of financial, legislative and operational challenges.
- To be responsible for the annual review of the Council's Local Code of Corporate Governance, reflecting the CIPFA/SOLACE Corporate Governance Framework.
- To be responsible for the annual review of the adequacy and effectiveness of the Council's Governance arrangements through the interpretation of relevant CIPFA publications (including the CIPFA/SOLACE Corporate Governance Framework) and the preparation of the Council's Annual Governance Statement.
- To be responsible for the maintenance of the Council's risk management system helping and advising Heads of Service to ensure that all their active risks across council services are identified and included.
- To ensure that all high impact risks and corporate risks are reported to the Corporate Management Team and the Accounts and Audit Committee on a regular basis.
- To liaise with and assist external auditors and inspectors when necessary.
- To represent the authority at any working groups/meetings as required.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed Date

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Educated to GCSE level, with an excellent standard of numeracy and literacy - total of 5 GCSE's including Maths and English at grade C (equivalent to the new grade 4) or above.		Application Form/Interview
Full Membership of the Association of Accounting Technicians (AAT) or equivalent financial qualification.		Application Form/Interview
Experience		
Experience of working with computerised systems (particularly finance related).		Application Form/Interview
Experience of working in an audit role.		Application Form/Interview
	Experience of working with and reporting to senior management.	Application Form/Interview
	Experience of working in an audit role within a local authority.	Application Form/Interview
Skills/Knowledge		
Ability to demonstrate tact, diplomacy and discretion, and also to deal with sensitive and confidential matters.		Application Form/Interview
Excellent analytical skills and a methodical approach to work.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Full UK driving licence plus access to a car for work purposes.		Application Form/Interview
Good knowledge of audit techniques.		Application Form/Interview
Excellent report writing skills.		Application Form/Interview
Excellent knowledge and ability to use Microsoft products e.g. Office, Word, Excel.		Application Form/Interview
	Knowledge of local government internal audit functions.	Application Form/Interview
	Understanding of the importance of sound governance arrangements, and the role of risk management.	Application Form/Interview
Additional		
Excellent communication and inter-personal skills at all levels within the organisation.		Application Form/Interview
Ability to work as part of a team, but also able to work on own initiative.		Application Form/Interview
Able to work accurately and to strict deadlines.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Self motivated and the ability to show due professional care.		Application Form/Interview

SERVICE STRUCTURE

