Salford City Council

Role profile

Senior Internal Auditor (Technical)

Service	Reporting to	Location	Grade
Technical Audit	Internal Audit Manager	Civic Centre	4A

About the role

- You will support the Head of Internal Audit and audit managers in delivering the internal audit service to Salford City Council and the service's external customers, in compliance with the Internal Audit Manual and Global Internal Audit Standards (GIAS).
- Overall, as auditor you will provide independent assurance to managers, senior leaders, and elected members that an organisation's risk management, governance and internal control processes are operating effectively, and if they are not, agree action plans to strengthen the arrangements in place and enhance the services received by Salford's communities and businesses.
- Your routine work will involve liaison with all levels of council management up to and including Heads of Service and Directors.
- Your work will also involve delivery of audits for external, commercial clients. You will also liaise with external clients' management teams, helping to maintain effective client relationship management.
- As part of the annual planning exercises, you will propose audit engagements to the Client Technical Audit Manager for inclusion in future year's audit plans, based on the work you undertake and other intelligence sources.
- You will undertake risk based internal audits, including scoping audit engagements with Heads of Service or Directors, ascertaining the objectives, risks, and controls, and developing bespoke audit work programmes that you will use to test these.
- You will complete audit fieldwork, analysing complex information, applying your experience and judgment, making recommendations for improvement, agreeing action plans, and reporting your findings to Heads of Service or Directors.
- Produces your own high quality and timely audit reports that require minimal changes.
- Be proactive and using your initiative to engage with stakeholders to ensure effective clearance of the reports and action plans by their line management, and resolving any challenges promptly, taking responsibility for maintaining a high level of customer service and satisfaction.
- You will develop and maintain audit test plans for routine/generic audits undertaken by Internal Auditors and trainees.
- Provide leadership and professional direction, support, and supervision to trainees and Internal Auditors, leading meetings and ensuring compliance with the GIAS at each stage of audit engagements.
- Peer review the work of Senior Auditors as a critical friend, challenging decisions.
- Reviews audit reports identifying grammatical and structural weaknesses requiring changes. Monitor progress engaging with stakeholders and obtaining clearance of reports timely.

- Where necessary, resolve matters escalated by supervised auditors or their clients, ensuring high levels of customer service and satisfaction.
- You will support the Services continuous improvement and the talent of the team by providing mentoring, coaching, and training to other auditors and trainees, either on a one-to-one basis or group.
- You will work in an agile way, responsible for scheduling and managing your own time effectively to meet client needs and deliver the portfolio of reviews assigned to you and those of auditors you supervise.
- You will undertake independent examinations of complex records, provide grant certification to external bodies, complete analytical reviews, undertake assurance reviews of transactional processes and provide assurance on the use of resources.
- You will undertake research, knowing, understanding, applying, and analysing the subject matter, enabling you to provide informed guidance at 'whole of service' level on policies, procedures, regulations, and standards, critiquing and challenging practice and compliance within the council and client organisations.
- You will take responsibility for, or lead a team, undertaking investigations allegations of fraud, corruption and irregularity and support delivery of the council's Counter-Fraud Strategy.
- You will undertake audit engagements under the guidance and supervision of a Principal Auditor or Client Technical Audit Manager, in accordance with the Internal Audit Manual and GIAS.
- We work with senior leaders, elected members, members of the public, partner organisations, the external auditor, inspectors, suppliers, trade union representatives, the police, regulatory bodies, and other parties as/when required, commensurate with the context and degree of complexity.
- You will represent the Service and council on external forums and working groups.
- You will embrace reflective practice, taking responsibility for your personal development, identifying opportunities to develop your skills and knowledge, keeping your knowledge up to date, contribute to the continuous improvement of the internal audit service and the council.
- Experienced adopting a client focused approach, with ability and willingness to work from the most appropriate location to complete the task at hand efficiently, effectively and economically.
- The audit team also provides assurance and consultancy services to a number of external organisations. The post holder may be required to undertake audits for any of our external customers.
- You will need to travel to sites across Salford and to external organisations outside Salford either through use of a vehicle insured for business use or using public transport.

Key outcomes

- Contribute to the service's achievement of the annual work plan.
- Contribute to the service's achievement of internal performance targets as outlined in the Internal Audit Quality Assurance & Improvement Programme (QAIP).
- Clear, accurate and complete audit working papers maintained for each engagement.

- Audit findings and conclusions are supported by sufficient reliable evidence.
- Good quality documents and reports, which are clear and concise, and require minimal amendments.
- Value added for clients by identifying areas for improvement to risk mitigation within services or complex systems and designing and recommending appropriate solutions and fit the needs and capabilities of the organisation.
- Information successfully communicated, timely, through appropriate modes of communication.
- Audit performance information systems kept accurate and up to date.
- Audit engagements completed on time, to budget.
- Positive client feedback received.
- Accurate and timely management of orders and billing for commercial work, including reconciliation and monitoring of client accounts.
- Up to date and accurate log of training and professional development maintained.
- Maintain high ethical and professional standards including integrity, objectivity, confidentiality, and competency.
- Provide effective supervision, taking responsibility for ensuring that engagements are completed on time, to budget and in compliance with the GIAS.
- Contributed to the develop the skills and knowledge of team members.
- Reported on the outcomes of external forums and working groups to the team and across the region.
- Contribute to the development of the professional practice of internal auditing through external networking opportunities and forums.
- Undertakes effective client relationship management.
- Proactively support development of a positive, supportive culture within the team.
- Identify opportunities during audit engagements for improved efficiency, savings or sharing best practice though process redesign and/or digital solutions.

What we need from you

- Thorough understanding, knowledge and experience applying modern internal audit techniques, including risk-based internal auditing and auditing of reports, transactions, and systems, able to identify and apply the best approach for each audit engagement.
- Have an understanding and familiarity with the main local government service areas and what they deliver, council structures and core policies.
- The Service requires a range of experience, knowledge, and professional qualifications.
- You should hold a relevant professional qualification (level 4 or equivalent).
- You should be working towards (or willing to work towards) a relevant level 6 or 7 qualification or have extensive relevant experience working at that level.
- Records of your continued professional development and awareness of developments in auditing and local government.
- Applied knowledge of basic corporate governance frameworks and experience auditing the effectiveness of existing arrangements and their impact on the council's services.

- Applied knowledge and experience of risk management practice, including assurance mapping.
- Can lead a small workshop with service managers, transferring their knowledge into a risk management model.
- Theoretical knowledge of strategic management tools, partnerships, project management, and change management.
- Demonstrate an analytical approach, undertake research, and provide evidence-based insight and conclusions.
- Able to take a holistic approach, identifying and solving complex problems, and make practical recommendations for improvement. Applying your broader understanding of the organisation and its capabilities to the economy and feasibility of the proposed course of action.
- Ability to challenge the status quo through logical, evidence-based argument.
- Experience applying the GIAS and professional code of ethics for internal auditors, and able to hold others to these standards through positive challenge.
- Experience working effectively as part of a team, able to lead on audit engagements, and make a positive contribution to the overall goals of the service.
- Ability to work independently on complex audit engagements, using your initiative and judgment, with minimal supervision commensurate with the complexity of the engagement and requirements of the GIAS.
- Experience supervising the work of Internal Auditors and trainees effectively.
- Ability to provide guidance, coaching and mentoring to other auditors.
- Ability to work as part of a project team with other services, providing consultative advice on the design of controls and risk management.
- Ability to quickly form effective working relationships with new people and build effective long-term relationships and networks, both internal and external to the council.
- Personal confidence in different and challenging scenarios, and able to demonstrate tenacity and personal resilience when needed.
- Understands the fraud risks faced by the council and can conduct fraud risk assessments and recommend controls.
- Understands the law and best practice relating to anti-bribery and corruption.
- Demonstrate a good degree of IT/digital literacy and proficiency in the use of equipment and software.
- Able to identify opportunities for digital solutions to address business risks or efficiencies.
- Able to analyse a variety of complex data with accuracy, produce reports, and maintain GDPR compliance.
- Ability to plan and prioritise your own workload and that of others, in some cases months in advance, responding positively to changes and dealing with differing priorities.
- Experience working under pressure to deadlines, maintaining high levels of concentration and performance for extended periods, in different and unfamiliar contexts, and managing the expectations of service managers effectively.
- Exchanging orally and/or in writing complicated or sensitive information concisely and accurately, with a range of audiences including partner organisations, service managers and heads of service, demonstrating empathy, tact and diplomacy.

- Experience exercise developed advisory, guiding, negotiating or persuasive skills to encourage others to adopt a particular course of action in routine scenarios with middle management. Can adapt negotiating and influencing techniques to suit the environment and is able to surface unspoken concerns and proactively resolve them.
- Market our services in a positive and professional way when dealing with clients (internal to the council and external).
- Have a commercial mindset, identifying and evaluating new business opportunities.
- Can motivate yourself, be supportive of others and contribute to the development of positive and supportive team working relationships.
- Encourage and motivate the team to produce a quality output and deliver against the GIAS and the Service's Quality and Improvement Programme.
- Demonstrate our values of Pride, Passion, People and Personal Responsibility.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning
Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development
Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on the Institute of apprenticeships website.

Tailored Development

Support to achieve relevant qualifications to support professional development.

A digital organisation

Developing your digital skills
Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the iDea website.

Sharing your digital skills
Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

Our four values are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.



Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by: David Smith, Head of Internal Audit

Updated: 29/01/26

Job code: A11367

Job score: 539

Date of evaluation: May 2022