Salford City Council

Role profile

Principal Internal Auditor (Technical)

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

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 an 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.
- As a leader you will deputise for the Client Technical Audit Managers as/when required, including attendance at senior leadership team meetings and the Audit & Accounts Committee, ensuring seamless business continuity in their absence.
- Your routine work will involve liaison with all levels of council management up to including Strategic Directors, Lead Members, and the Audit & Accounts Committee.
- Your work will also involve delivery of audits for external, commercial clients. You will also liaise with external clients' management teams, directors and attending board meetings or audit committee meetings. You will take a lead on developing and maintaining effective client relationship management, acting as the key contact for delivery of their agreed audit engagements or annual plan.
- Undertake line management of trainee auditors / apprentices and deputise for the Internal Audit Manager when needed with other auditors.
- As part of the annual planning exercises, you will propose audit engagements to the Internal Audit Manager for inclusion in future year's audit plans, based on the work you undertake and other intelligence sources.
- You will assist the Client Technical Audit Manager, liaising with the council's senior leadership teams to discuss proposed engagements, and reviewing the council's strategic risk register, to help develop the council's annual internal audit strategy and plan.
- You will undertake the most complex risk based internal audits, many of which will be at a strategic level and cut across different service areas with multiple stakeholders, requiring a high degree of tact, diplomacy and coordination, and objective management of differing client priorities and expectations. You will scope audit engagements with Heads of Service or Assistant Directors, ascertaining the objectives, risks and controls, and developing bespoke audit work programmes that you will use 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 Assistant Directors, Leadership Teams and Strategic Directors.

- Produce your own high quality and timely audit reports on complex and strategic areas that require very few 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 packages of work for specialist / more complex audit engagements where standardisation is possible, which can be promoted to clients enabling better understanding of audit services and improving the efficiency or those engagements.
- Provide leadership and professional direction, support, and supervision to trainees, Internal Auditors and Senior Internal Auditors, leading meetings and ensuring compliance with the GIAS at each stage of audit engagements.
- Peer review the work of other Principal Auditors as a critical friend, challenging decisions.
- Reviews draft audit reports on complex areas identifying grammatical and structural weaknesses requiring changes. Monitor progress engaging with stakeholders and obtaining clearance of reports timely.
- Deputise for the Client Technical Audit Manager undertaking final quality checks of reports prior to circulation as/when required.
- Where necessary, resolve matters escalated by supervised auditors, their clients or complaints, arbitrating disputes when needed and 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 take a lead on specific areas of expertise / specialisms (e.g., accountancy, data analytics, schools, contract management, etc) cascading the knowledge through the team and being the primary contact for support and advice.
- You will also input into the development of the Service's audit practices and procedures.
- 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 certification to external bodies, complete complex analytical reviews, undertake assurance reviews of transactional processes and provide assurance on the use of resources.
- You will undertake research, knowing, understanding, applying, analysing, synthesising, and evaluating the subject matter, including information from different sources and/or sensitive information, applying what you have learnt to strategic, dynamic, and cross service level scenarios, providing guidance 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 influence corporate strategy development, helping to mitigate the risk of occurrence.

- You will undertake audit engagements under the guidance and supervision of the Client Technical Audit Managers, 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, potentially in a leadership capacity.
- 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. Experienced challenging the approach adopted by other auditors and addressing it though supervision.
- 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

- Considerable breadth and depth of internal audit experience, including applied knowledge, understanding and experience of 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 or adopt a blended approach to more complex work.
- Good understanding and experience of the range of local government service areas and what they deliver, council structures, core policies and operating within a political environment.
- The Service requires a range of experience, knowledge, and professional qualifications. You should hold a relevant level 6 or 7 qualification.
- You should hold and maintain registration with the corresponding professional body at your respective professional level.
- Records of your continued professional development and awareness of developments in auditing and local government.
- Advanced knowledge of corporate governance frameworks and experience auditing the effectiveness of existing arrangements and their impact at a strategic level, including the council constitution and partnership arrangements. Able to critically review, challenge, and provide consultative advice on enhancements or alternatives.
- Advanced knowledge and experience of risk management practice, including assurance mapping.
- Can lead large risk workshops with senior leaders, considering strategic or multi agency risks, actively challenging views and drawing out unspoken concerns.
- Experience of strategic management tools and partnerships, project management, and change management principles and practices.
- Able to supervise and develop other auditors in their application and use.
- Experience applying an analytical approach, undertaking complex research, critically appraising information, providing evidence-based insight and conclusions, and applying sound personal judgment to areas of uncertainty.
- Able to take a holistic approach, identifying and solving highly complex or strategic 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 and its acceptability to leaders and members. Ability to think creatively in developing innovative solutions and apply good practice that's been seen to work well elsewhere.

- Ability to challenge the status quo through logical, evidence-based argument.
- Extensive experience applying the professional standards for the practice of internal auditing (GIAS) and professional code of ethics for internal auditors, and experience holding others to these standards through positive challenge.
- Able to critically appraise the Service's conformity to the GIAS and develop improvements to our policies, procedures, and practice, embracing continuous improvement.
- Experience working effectively as part of a team, lead on audit engagements and make a positive and proactive contribution to the overall goals of the service.
- Experience leading on annual audit plans and coordinating team members in delivery of those plans.
- In depth experience working with a high degree of independence, using your initiative, experience, and judgment on complex and strategic audit engagements, with minimal supervision commensurate with requirements of the GIAS.
- Extensive experience supervising a wide variety of work of other internal auditors, of all levels of complexity, effectively.
- Experience providing guidance, coaching, and mentoring to other auditors. Can identify where additional training and support is required. Able to develop and supervise structured development programmes for auditors.
- Ability to work as part of a project team with other services or strategic level with senior leaders, providing consultative advice on the design of controls and risk management, and project governance.
- Experience forming effective working relationships at a senior level and building effective long-term relationships and networks, both internal and external to the council, particularly that further the practice of internal auditing within the council and region.
- 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, and able to influence corporate strategy development to mitigate the risk of occurrence.
- Understands the law and best practice relating to anti-bribery and corruption and able to influence corporate strategy development to mitigate the risk of occurrence.
- 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 and sensitive data with a high degree of accuracy, including complex information, produce reports for senior leaders, 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.
- Assist the Client Technical Audit Managers allocating engagements from the annual plan to auditors, commensurate with their skill and ability.

- Highly experienced working under pressure to multiple competing deadlines, including statutory or regulatory deadlines. Maintaining high levels of concentration and performance for extended periods, in different and unfamiliar contexts, whilst managing the expectations of senior leaders effectively.
- Able to plan and manage the workload of supervised auditors, setting and monitoring deadlines.
- Exchanging orally and/or in writing complicated or sensitive information concisely and accurately, with a range of audiences including partner organisations, leadership teams, lead members and the Audit and Accounts Committee, demonstrating empathy, tact, diplomacy, and sound political awareness.
- Extensive experience exercising developed advisory, guiding, negotiating or persuasive skills to encourage others to adopt a particular course of action or cultural change in a wide range of complex and challenging scenarios, including senior leaders. 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 and able to provide valuable input to the values and vision of the organisation.

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.

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

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Job score: 612

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