

# Internal Auditor

| Service        | Reporting to           | Location     | Grade |
|----------------|------------------------|--------------|-------|
| Internal Audit | Internal Audit Manager | Civic Centre | 3B    |

## About the role

- You will support the Head of Internal Audit and Internal Audit Manager 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.
- Your routine work will involve liaison with all levels of council management up to and including team leaders and Service managers.
- Your work will also involve delivery of audits for external commercial clients.
- You will undertake risk based internal audits, either assisting your supervisor scoping audit engagements with management, ascertaining the objectives, risks and controls, and with them developing bespoke audit work programmes to test these or working with pre-defined scopes and test plans.
- You will complete audit fieldwork, analysing information, applying judgment, making recommendations for improvement, agreeing action plans, and reporting your findings to service managers, with support from your supervisor.
- Produces your own high quality and timely audit reports that require minimal changes.
- Be proactive engaging with stakeholders to ensure effective clearance of the reports and action plans and working with your supervisor to resolve any challenges promptly.
- Peer review / quality check the routine audits (predefined scope and work programme) of other Internal Auditors or trainees, under the supervision of a more senior auditor.
- 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.
- You will undertake independent examinations of financial records, validate grant expenditure, undertake assurance reviews of transactional financial processes and provide assurance on the use of financial resources.
- You will undertake research, knowing and understanding the subject matter, enabling you to provide informed guidance at a 'system level' on policies, procedures, regulations, and standards, critiquing and challenging practice and compliance within the council and client organisations.
- You will support Senior or Principal Auditors investigating any 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 Senior or Principal Auditor, 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 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.
- Ability and willingness to work from the most appropriate location to complete the task at hand, putting the client's needs first.
- 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

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- 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 to audit engagements by identifying areas for improvement to risk mitigation within processes or activities, working with your supervisor to design and recommend 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.
- Up to date and accurate log of training and professional development maintained.
- Maintain high ethical and professional standards including integrity, objectivity, confidentiality, and competency.

## What we need from you

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- A working knowledge of modern internal audit techniques, including risk-based internal auditing and auditing of financial reports, transactions, and systems.

- The Service requires a range of experience, knowledge, and professional qualifications. You should hold or working towards a relevant level 4 qualification or have substantial relevant experience working at that level.
- Records of your continued professional development and awareness of developments in auditing and local government.
- An awareness of the principals of good corporate governance.
- A working knowledge of risk management practices.
- Demonstrate an analytical approach, undertake research, and provide evidence-based insight and conclusions.
- Able identify and solve problems and make practical recommendations for improvement.
- Ability to challenge the status quo through logical, evidence-based argument.
- A working knowledge of the professional standards for the practice of internal auditing (GIAS) and professional code of ethics for internal auditors.
- Ability to work effectively as part of a team and make a positive contribution to the overall goals of the service.
- Ability to work independently and use your initiative on audit engagements, with support commensurate with the complexity and difficulty of the engagement and requirements of the GIAS.
- Ability to quickly form effective working relationships with new people.
- Personal confidence in different scenarios, and able to demonstrate tenacity and personal resilience when needed.
- Demonstrate a good degree of IT/digital literacy and proficiency in the use of equipment and software.
- Able to analyse a variety of less complex data with accuracy, including financial information, produce reports, and maintain GDPR compliance.
- Ability to plan and prioritise your own workload, in some cases months in advance, responding positively to changes and dealing with differing priorities.
- Ability to work under pressure to deadlines, maintaining high levels of concentration and performance for extended periods in different and unfamiliar contexts.
- Exchanging orally and/or in writing complicated or sensitive information with a range of audiences, demonstrating tact and diplomacy.
- Ability to exercise developed advisory, guiding, negotiating or persuasive skills to encourage others to adopt a particular course of action.
- Market our services in a positive and professional way when dealing with clients (internal to the council and external).
- Can motivate yourself, be supportive of others and contribute to the development of positive and supportive team working relationships.
- Demonstrate our values of Pride, Passion, People and Personal Responsibility.

## What we can offer you

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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](https://www.instituteofapprenticeships.com/) website.

### Tailored Development

Support to achieve relevant qualifications to support your career 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](https://www.ideaschools.co.uk/).

### 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

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**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.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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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: A11369

Job score: 466

Date of evaluation: May 2022

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Salford City Council