

Role Profile

Role:	Principal Auditor
Directorate:	Finance and Corporate Services
Salary Band:	Band 8
Post reference:	FCS42
Job Evaluation Date:	
Role statement of purpose:	To undertake an agreed range of internal audit activities, working independently and as part of a small team, using own initiative to provide an effective internal audit service to TfGM.
Reports to:	Audit and Assurance Manager

	Key Role Outputs(KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Delivery of internal audits from within the TfGM audit plan as directed by the Audit and Assurance Manager, adhering to auditing standards and in line with methodology	<ul style="list-style-type: none"> • Conduct audit assignments allocated from the Internal Audit Plan and as directed by the Audit & Assurance Manager in accordance with audit programmes, adhering to auditing standards and the CIPFA Code of Practice and ensuring full compliance with the Audit Process (Map). <ul style="list-style-type: none"> ➤ Conducting planning meetings with Audit Sponsor and direct report(s) to introduce audit objectives; obtain key information on the area under review and secure their agreement; ➤ Prepare a Terms of Reference for review and approval by the Head of Audit and Assurance ensuring opening and closing meetings are arranged in advance of commencement of the audit work; ➤ Document the key points of the area under review (objectives, structure and staffing, process and procedures, MIS arrangements etc) in the form of brief Systems Notes;

		<ul style="list-style-type: none"> ➤ Prepare a risk identification analysis, recording in the RACA together with internal controls; and ➤ Designing and conducting testing of internal controls in an innovative and efficient manner. • Keep the Audit & Assurance Manager informed of audit progress and emerging finding. • Assess TfGM Compliance with professional, statutory, regulatory and corporate requirements. • Allocate tasks to Internal Auditors where they are supporting delivery of allocated audits. Subsequently, review work prepared by Internal Auditors and ensure adherence to standards and coverage of assignment scope, objectives and risks.
2.	Delivery of audit findings	<ul style="list-style-type: none"> • Summarise audit results for discussion with management at the closure meeting in the form of an Issue 1 (draft) report. • Lead discussions in the closure meeting with management, presenting findings and agreeing actions for control improvement and documenting agreed actions. • Consider specific and practical recommendations to address exposed risks • Gather management responses and prepare Issue 2 (final) report for review by Audit and Assurance Manager and approval by Head of Audit and Assurance. • Circulate Issue 2 report, client survey request and update audit tracker to finalise the audit.
3.	Deliver allocated audit work to agreed timescales	<ul style="list-style-type: none"> • Maintain time records ensuring weekly completion of time sheet and work update to the Audit & Assurance Manager • Adhere to timeframes as stipulated in the Terms of Reference and as agreed with the Audit Sponsor

4.	Comprehensive audit file compliant with CIPFA standards.	<ul style="list-style-type: none"> • Ensure only agreed templates are used in recording work performed and all templates are used. Ensure all work submitted for review by the Audit and Assurance Manager is concise, understandable, adequately referenced to enable efficient management review. • Produce a comprehensive audit file, fully referenced and in adherence to Audit and Assurance quality assurance requirements.
5.	Implementation of agreed audit recommendations.	<ul style="list-style-type: none"> • Take responsibility for the timely closure of agreed actions arising from allocated audits by monitoring the audit tracker, requesting updates from action owners, verifying evidence of closure and updating the tracker. • Feed results of monitoring to the Audit and Assurance Manager.
6.	Managed response to suspected fraud and irregularities.	<ul style="list-style-type: none"> • Lead or participate in investigations as directed by the Audit & Assurance Manager, in accordance with agreed procedures. • Perform work and conduct enquiries with regard to TfGM's participation in NFI Data Matching exercises, as requested. • Ensure work is planned and performed to detect the presence of fraud and corruption as far as it is reasonably possible to do so. • Maintain awareness by reading and understanding TfGM Counter Fraud Policies and Procedures, Audit and Assurance Investigation Procedures and relevant professional literature.
7.	Reliable and constructive professional audit advice.	<ul style="list-style-type: none"> • Respond in a timely manner to requests for information, advice etc subject to clearance by the Audit and Assurance Manager where any audit opinion or judgement is offered. As part of the Audit and Assurance team, participate in seminars, briefings, workshops.

		<ul style="list-style-type: none"> • Provide guidance relating to risk management and internal control adequacy \ effectiveness. • Provide guidance on the application of Corporate Procedures to all levels of the business.
	Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> • Data Protection Legislation • TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) • Bus Operator contractual management • Dignity at Work policy • Information assurance and security in line with Cabinet Office requirements • Risk management • TfGM policies and procedures • Equality and diversity legislation • TfGM Vision & Values • Act in accordance with TfGM’s behaviours and competencies
C2	Any other reasonable duties as required from time to time	

Key Interdependencies	
Key Contacts	Head of Audit & Assurance Audit & Assurance Manager TfGM Directors, Senior Managers and staff as necessary to conduct duties efficiently and effectively.
Direct reports	None
Budgetary responsibility	None
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

Office Use Only	Updated	Updated	Updated	Updated	Updated
Created					
By: Head of Audit and Assurance	Role profile	General refresh to reflect	Minor changes	Minor changes following	

	update exercise Apr 12 S Horrill	minor changes in approach. Feb 2017 D. Knight	following review. Aug 18 R Doyle	review. Dec 19. S Horseman	
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ROLE <i>(Knowledge, skills and experience required at selection stage)</i>	
E Essential Experience:	
E1	Extensive experience in delivering internal audit services in a complex environment
E2	Proven experience of leading the presentation of audit findings at the formal closure meeting with local management
E2	Strong oral and written communication skills to persuade and influence others of need for change and improvement at all levels of management
E3	Proven experience of drafting audit reports and other succinct communications on all forms of internal audit activity
E4	Able to demonstrate an understanding of internal audit principles, practices and standards
E5	Experience in delivering innovative audits and utilising new and emerging auditing techniques.
D Desirable experience:	
D1	Experience of working in a public sector or transport Internal Audit department
D2	Leading or participating in investigations of a confidential and sensitive nature; handling police involvement; and internal disciplinary action.
EQ Essential Qualifications – Technical, Vocational or educational:	
EQ1	Part-qualified member of professional body (i.e. ACA, ACCA, CIPFA, IIA)
DQ Desirable Qualifications – Technical, Vocational or educational:	
DQ1	Qualified member of a professional body (e.g. ACA, ACCA, CIPFA, IIA)
EA Essential Attributes:	
EA1	Strong interpersonal skills and intellectual curiosity to be employed in gaining an understanding of areas of TfGM and building relationships with key business stakeholders.
EA2	Highly motivated and able to work to deadlines and the achievement of individual and team business objectives
EA3	Proven ability to maintain audit independence and objectivity
EA4	Proven ability to demonstrate political awareness, tactfulness and confidentiality when dealing with confidential and sensitive issues at a level commensurate with the role's responsibility.
EA5	Able to lead by example by personally demonstrating honesty, integrity and impartiality so as to be approachable to all levels of staff
EA6	Knowledge and awareness of auditing standards and professional guidelines