**Service:** Audit and Assurance Service – Finance and Systems Directorate

**Audit and Assurance Officer Role Profile**

**Band:** Band 5

**Reporting to:** Principal Audit and Assurance Lead Auditor

**Responsible for:** No direct reports

**About Us**

Trafford is a great place to live, work, learn and visit. **From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region’s economic powerhouse.**

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford’s huge potential.

***Our vision: Trafford – where all our residents, businesses and communities thrive***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



**Our Culture**

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits’ package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it’s not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER –** We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED –** We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE –** We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE –** We build relationships, collaborate; treat people as equal partners and work together to make things happen.

**About the Role**

|  |
| --- |
| This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.The ‘About You’ section explores what qualifications, experience, skills and knowledge you will need for the role.We are a values-based organisation and you will need to reflect our values, as well as the requirements in ‘About You’ in your application. |
| OverviewThe Council has a duty to establish and maintain appropriate standards of governance, including arrangements for managing risks to the achievement of its objectives. As part of this, the Council has a statutory duty to ensure there is an internal audit function. The Audit and Assurance Service undertakes this role, providing an independent and objective review of the Council’s governance, risk management and internal control arrangements. The Audit and Assurance Service is within the Council’s Finance and Systems Directorate.**Your Main Priorities*** Contributing to the operation of the Audit and Assurance Service in accordance with applicable legislation and codes of practice; ensuring that the service has a significant, positive impact on the organisation’s ability to deliver its stated priorities, achieve its objectives, and provide efficient, effective and economic services.
* Undertaking audit projects which link to the objectives of the Service and Directorate, ensuring Audit and Assurance operates effectively as an internal audit function, and contributes to the economic, efficient and effective use of resources.

**Key duties*** Contributing to the delivery of a professional and high-quality internal audit function in accordance with Council’s Internal Audit Charter and Strategy, the Service “Code of Ethics, Conduct and Values” and the Global Internal Audit Standards in the UK Public Sector.
* Undertaking internal audit reviews that contribute to the organisation achieving its objectives and addressing its risks, incorporating communication with relevant service staff to plan timelines and confirm the scope of relevant audits. This will include the review and analysis of a range of systems, processes and associated records plus discussion with and feedback to relevant managers including Headteachers and Business Managers (for school audits)
* Producing audit reports to report findings to management from routine planned audits e.g. related to audits of individual systems, services, schools etc. and assisting senior audit staff on higher level audits such as authority-wide reviews, audits of areas of strategic risk etc.
* Sharing audit reports with other stakeholders, including the External Auditor and the relevant Executive Member.
* Regularly liaising with senior audit staff to report on performance in respect of a programme of allocated work.
* Contributing with others to the development of audit procedures, working practices and protocols.
* Supporting managers in their process of identifying and managing business risks.
* Liaising and co-operating with external organisations and groups as required (e.g. external audit, other internal audit providers, other local authorities, other public sector bodies, police, other partners of the Authority, public, etc.).
* Undertaking any other duties commensurate with the grade of the post as directed by the Audit and Assurance Manager.
 |

**About You**

|  |
| --- |
| **Qualifications and Professional Development*** + - Full or part AAT qualified or studying towards CCAB or Chartered Institute of Internal Auditor’s qualifications or other qualifications and experience that can confirm an ability to work at the required level.
		- Evidence of continued professional and personal development.

**Experience and Knowledge*** Previous experience of working in internal audit in a local authority or large organisation
* Experience of planning and conducting audit assignments, including preparation and production of reports on findings and assessment of risks
* Experience of working successfully and effectively as part of a team to achieve collective goals
* An understanding of the roles and responsibilities of a local authority and awareness of current issues facing local government and the wider public sector
* Knowledge of audit principles, practices, techniques
* Experience of using / interrogating financial systems

**Skills and abilities*** Ability to analyse and interrogate business management systems and to identify the associated risks/issues, presenting clear analysis and conclusions
* Effective communication and interpersonal skills with the ability to establish and maintain excellent working relationships with colleagues, managers and partner organisations
* Ability to work on own initiative and have a positive pro-active outlook
* Ability to plan, prioritise and manage workload over extended periods, producing accurate work within deadlines, managing competing demands for service
* Proficient skills and abilities in the use of ‘office application software’ to conduct audits and report findings

**Special Conditions*** Willing and able to travel to sites within the Trafford Borough
* DBS required (Basic)
 |

|  |  |
| --- | --- |
| Date prepared/revised | 23.4.25 |
| Prepared/revised by | M Foster / L Shellabear |
| Job Evaluation | Reinstatement of a previously evaluated role disestablished in 2019 / Evaluation reviewed 4.4.25 |

# Health and Safety

To operate safely within the workplace with regard to the Council’s health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

# Equalities & Diversity

To work within the Council’s Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

# Customer Care

To continually review, develop and improve systems, processes and services in support of the Council’s pursuit of excellence in service delivery. To recognise the value of its people as a resource.

# Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

# Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

**Information Governance**

Confidentiality is of prime importance.  In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature.  Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post.  Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council.  Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.