Senior Audit & Assurance Officer — Role Profile

Service: Audit & Assurance Service – Finance & Systems
Band: Band 7
Reporting to: Audit & Assurance Manager
Responsible for: No direct reports

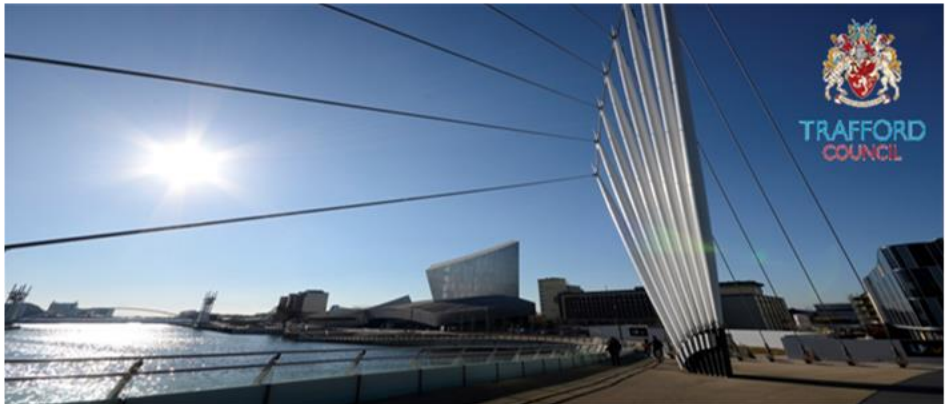
About Us

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.

Overview

The 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.

As a Senior Audit and Assurance Officer, your role will include undertaking audit reviews of systems and controls across Council services which provides both a varied and challenging role.

Your Main Priorities

- Contributing to the operation of a professional internal audit function provided by 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 objective and provide efficient, effective and economic services.
- Contributing to wider service and cross service working to achieve the most effective services possible for Trafford's communities.
- Undertaking audit reviews and other planned work which link to the objectives of the service and directorate plan, ensuring audit and assurance operates effectively 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 the 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.
- Regularly liaise with relevant audit staff to report on performance in respect of allocated work.
- Undertaking audit assignments that contribute to the organisation achieving its objectives and addressing its risks, including leading on or contributing to planned audit assignments and undertaking investigation work where allocated.
- Contributing to the development of audit procedures, working practices and protocols.
- Leading on allocated areas of work that support the service and organisation's objectives and priorities. This will include specialist areas of audit activity, the nature of this to be agreed as part of the audit planning process.
- Where required, provide guidance to other audit staff in particular areas to share knowledge/experience gained.
- Supporting managers in their process of identifying and managing business risks, including where allocated, providing audit input to project/working groups.
- Liaising and co-operating with external organisations and groups as required (e.g. external audit, other local authorities, other public sector bodies, police, other partners of the Authority, public).
- Contribute to promoting the work of the service and, where applicable, contribute to guidance and awareness raising activities.
- 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

- Qualified / part qualified CCAB or CIIA or other qualifications / experience that can confirm an ability to work at the required level
- Evidence of continued professional and personal development

Experience and Knowledge

- A minimum of 3 years' experience working in internal audit
- Experience of planning, conducting and leading on internal audit projects
- Experience of working successfully and effectively as part of a team
- Experience of working effectively with a range of internal and external contacts and groups

- An understanding of the roles and responsibilities of a local authority
- Knowledge of audit principles, practices, techniques
- Awareness of the current issues facing local government and the wider public sector
- Knowledge of principles underpinning good governance and effective performance management, including corporate governance, risk management and anti-fraud and corruption arrangements

Skills and abilities

- Ability to analyse business management systems and identify the associated risks
- Excellent influencing and negotiation skills
- Effective communication and interpersonal skills
- Ability to work effectively with people from all levels of the Authority and other organisations, working collaboratively across service boundaries and achieving performance and results through others.
- Ability to work on own initiative and have a proactive outlook
- Use of information technology including audit software

Special Conditions

- Willing and able to travel to sites within the Trafford Borough
- DBS check required (Basic)

Date prepared/revised	Updated role profile – 18/06/2024. Minor amends 26.3.26
Prepared/revised by	M Foster / C Gardner
Job Evaluation	Existing evaluation

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.