



<b>Job Description</b>	
<b>Job title</b>	Auditor (Generic Post)
<b>Grade</b>	Grade G to J
<b>Directorate</b>	Resources
<b>Section/team</b>	Internal Audit team, Financial Management Service
<b>Accountable to</b>	Principal Auditor; Other colleagues as required
<b>Date reviewed</b>	September 2022

#### **Purpose of the job**

The post holder will support the provision of professional and operational support to clients on internal audit matters on behalf of the Council. The post holder will report to the Principal Auditor on day-to-day matters and the Chief Internal Auditor as required.

#### **Duties and responsibilities at each scale**

##### **Grade G (SCP 19,20 & 22)**

###### **1) Internal Audit Activity**

- a) Undertake the key operations of the team to ensure effective delivery of the Operational Audit Plan with significant support from management such as conducting operational/routine audit reviews, carrying out low risk/routine investigations, and following up recommendations.
- b) Use the internal audit software systems as directed by the Principal Auditor to store audit working papers and utilise computer aided audit techniques such as data analytics, with significant support from supervisors, as appropriate.
- c) Utilise the teams planning and monitoring systems to minimise delays in the audit process and to ensure that the Principal Auditor is regularly updated on the progress of work.
- d) Produce appropriate written reports and briefing notes, supported by sufficient, relevant, and reliable information, requiring some amendment/ redrafting by managers.
- e) Conduct regular monitoring of the implementation of audit recommendations for the Council's services adhering to the agreed process, raising any concerns promptly with the Principal Auditor.



## **2) Managing Client Relations**

- a) Demonstrate a basic understanding of governance, risk management, internal control systems (e.g., Financial and Contract Procedure Rules) and consult with managers prior to providing any advice to clients.
- b) Ensure the integrity and accuracy of reports provided to client managers with supervision from managers.
- c) Effectively represent the team at client working groups and meetings.

## **3) Supporting Team Performance**

- a) Apply the appropriate criteria when determining the priority and timescales for implementation for recommendations and the relevant assurance opinions in consultation with supervisors.
- b) Contribute to the achievement performance indicators in accordance with the Quality Assurance and Improvement Programme.
- c) Comply with the requirements of the Public Sector Auditing Standards

### **Grade H (SCP 23 - 25) - as Grade G plus:**

#### **1) Internal Audit**

- a) Produce appropriate written reports and briefing notes in a timely manner, supported by sufficient, relevant, and reliable information, to a high quality, under supervision but without the need for extensive adjustment, or correction by managers.
- b) Represent the Internal Audit on internal working groups and external networking groups.
- c) Deputise for Senior Auditors as appropriate.

#### **2) Managing Client Relations**

- a) Support and advise clients with basic queries in relation to governance, risk management, internal controls systems and compliance with corporate systems (e.g. financial and contract procedure rules).
- b) Develop confidence and capacity to ensure prompt escalation of any concerns with client responsiveness to the Principal Auditor in a timely manner.

#### **3) Supporting Team Performance**

- a) Undertake professional and personal training to develop a basic awareness of current issues affecting local government and developments in audit techniques.



**Grade J (SCP 26 to 28) - as Grade H plus:**

**1) Internal Audit**

- a) Effectively complete tasks/reports in timely manner requiring minimal supervision, adjustment, or correction by managers.
- b) Development of appropriate recommendations relating to basic system controls to improve the internal control environment when providing advice and support to client and/or for appropriate action to be taken when fraud/theft has been identified.

**2) Managing Client Relations**

- a) Demonstrate confidence and capacity to ensure prompt escalation of any concerns with client responsiveness to the Principal Auditor in a timely manner.
- b) Demonstrate confidence in providing support and advice clients on governance, risk management, internal controls systems and compliance with corporate systems (e.g. financial and contract procedure rules) with minimal support from managers.

**3) Supporting Team Performance**

- a) Provide training, supervision, and coaching to other members of the team.

<b>General competencies of the grade</b>
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**GRADE G H J**

**1) Communication Skills**

- a) Maintain good working relationships with all clients to promote confidence in the team's services.
- b) Communicate effectively, both verbally and in writing, to explain routine issues.
- c) Be able to demonstrate professional credibility.
- d) Have the confidence to give objective opinions and advice (even if this may be unwelcomed) and to intervene or challenge others, with support from managers.
- e) Participate in meetings in a positive and proactive manner, with support from managers, when required.

**2) Positive Approach**

- a) Deliver the requirements of the grade effectively, and with a positive and proactive attitude.
- b) Demonstrate a professional, effective, and efficient approach to time management and individual performance.
- c) Demonstrate professional values of accuracy honesty, integrity, objectivity, impartiality, transparency, confidentiality, competence, and reliability.



- d) Be willing to work additional hours during certain times of the year (to be managed within the Council's flexible working arrangements).

### **3) Ability to Manage Own Performance**

- a) Undertake the timely and accurate completion of tasks in accordance with agreed deadlines.
- b) Organise, manage, and prioritise own workload.
- c) Undertake performance management with line manager identifying appropriate targets and demonstrating continuous professional development.

### **4) Ability to Work as Part of a Team**

- a) Provide flexible and appropriate support to other members of the team as required.
- b) Undertake other appropriate duties determined by managers that are consistent with the grade and which contribute towards the achievement of the service objectives and the personal development of the individual.

### **5) General**

- a) Uphold equal opportunities in employment, advice and service delivery and comply with all Council Policy, taking appropriate action where necessary.
- b) Use equipment as instructed and trained and inform management of any health and safety issues which could place individuals in danger.
- c) Observe and promote compliance with the Council's Contract and Financial Procedure Rules, Standards/Codes of Practice for conducting Internal Audits and conducting investigations.
- d) Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
- e) Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference.
- f) Report actual or potential security incidents.

## **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.



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- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.