

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

JEGS Reference 00664

<b>DEPARTMENT: Corporate Resources</b>	<b>SERVICE GROUP: Finance</b>
<b>POST TITLE: Internal Audit Manager</b>	<b>REPORTS TO: Deputy Head of Internal Audit</b>
<b>GRADE: PO6</b>	<b>SAP POSITION NUMBER :</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

<b>Key Purpose of Post: Max 3 sentences</b>
<p>To support the Deputy Head of Internal Audit in providing leadership, proactive and creative advice on the most effective governance, risk management and internal control arrangements, and deputise as required.</p> <p>To ensure that the Council makes arrangements for the proper administration of its financial affairs in accordance with statutory guidelines, Accounting and Audit Regulations and the Council's Financial Regulations.</p> <p>To lead a team responsible for the delivery of a defined area of the Audit Plan, requiring The need to plan, supervise and control the associated assignments by the Audit Team and also undertake your own assignments as per the Audit Plan in accordance with Public Sector Internal Audit Standards.</p>
<b>Main Responsibilities of Post: Max 15 Bullet points</b>
<p>1 To provide strategic professional advice on internal controls, systems and procedures</p>

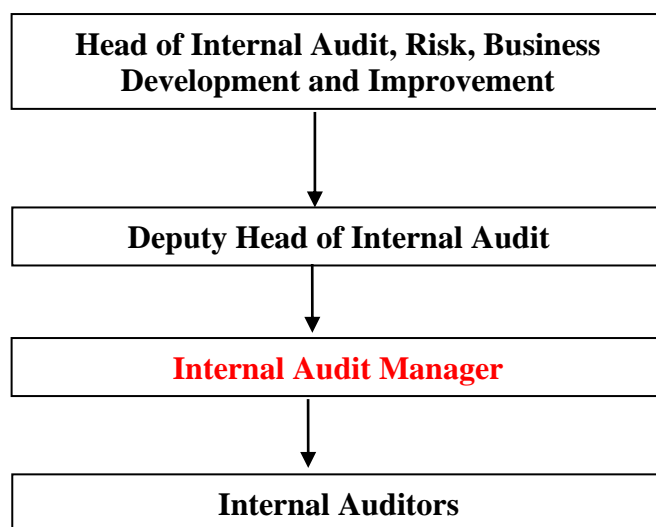
to Strategic and Assistant Directors to enable service departments to effectively manage their resources in a controlled and effective manner.

- 2 To actively seek opportunities for excellence, capacity building, continuous improvement in the performance and development of the Internal Audit Service to facilitate best value in service delivery.
- 3 Deal with complex, sensitive and confidential matters on a regular basis, frequently using own initiative to reach creative solutions on making recommendations to Strategic Directors, Assistant Directors, Departmental Management Teams, elected members and other senior managers. Recommendations resulting from high level audit assignments can impact upon Council decisions, compliance with statutes and internal control systems of the Council.
- 4 Develop and maintain working relationships with senior officers, other Council services, external agencies, external audit and peer groups working corporately and cooperatively to ensure the service is at the forefront of innovation and change.
- 5 Represent and promote the Council on Internal Audit issues at appropriate local, regional and national forums and maintain and develop working relationships with professional bodies and other groups to ensure effective representation and promote meaningful networking.
- 6 Act as ambassador for Internal Audit by showing professionalism, high personal standards of integrity and courtesy at all times. Promote this culture throughout the organisation.
- 7 To promote fairness and inclusion across all service provision and employment through personal example, open commitment, clear action and direction.
- 8 Organise, deliver and participate in training events to improve the skills, knowledge and understanding of staff both, in Internal Audit and elsewhere.
- 9 Raise governance and risk management awareness across the Council and widen ownership of good governance and managing risk to all staff.
- 10 Assist in preparing reports to Governance and Audit Committee and Corporate Management Team
- 11 To undertake consultancy work including the identification and promotion of Value for Money solutions.
- 12 To perform investigations and undertake reviews on behalf of top management reporting findings directly to senior management and Members as appropriate.
- 13 To actively undertake personal development training to enhance work performance, special skills and career progression.
- 14 The post holder must be flexible to ensure the operational needs of the Council are met. This will include the undertaking of duties of a similar nature and responsibility

as and when required, throughout the various workplaces in the Council.

- 15 The postholder will be expected to deputise for the Deputy Head of Internal Audit or the Head of Internal Audit, Risk, Business Development and Improvement on internal audit matters and other matters within their areas of expertise as required. In addition the postholder will be required to substitute or deputise for other Internal Audit Managers as required.

**Structure:**



Special Knowledge Requirement. Will be used for shortlisting. Max 10	
	Essential
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the <u>Lower threshold</u> level. You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).	x
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	x
Uses a range of complex IT packages relating to area of work	x
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	x

Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	x
Able to provide telephone advice and ICT support to end users	x
Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	x
Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	x

**Relevant experience requirement: Will be used for shortlisting**

Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment

Experience in the development, presentation and implementation of complex strategy and policy in a relevant area

Extensive experience of effective corporate and collaborative working, building cross sector or cross service partnerships and relationships to deliver corporate and service priorities.

Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation

A track record of promoting, leading and implementing change programmes, delivering customer focused services, improving service quality, operational performance and culture

Experience of applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve corporate objectives

Tangible evidence of leading and motivating people; developing a high performing culture with continuous service improvement and effective performance management

A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination

**Relevant professional qualifications requirement: Will be used for shortlisting**

Chartered Internal Auditor (CMIIA), Certified Internal Auditor (CIA or PIIA), or fully qualified member of the Chartered Institute of Management Accountants (CIMA) or Consultative Committee of Accountancy Bodies (CCAB) qualification, i.e. CIPFA, ACCA or ACA.

**OR**

Fully qualified member of the Association of Accounting Technicians (MAAT), or part qualified (by examination) Institute of Internal Auditors (PIIA/CIA), Chartered Institute of Management Accountants (CIMA) or Consultative Committee of Accountancy Bodies

(CCAB) qualification, i.e. CIPFA, ACCA or ACA with at least three year's experience of working in a senior auditor post.		
Evidence of sustained personal and professional development		
<b>Core Employee competencies to be used at the interview stage.</b>		
<b>Carries Out Performance Management</b>		
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.		
<b>Communicates Effectively</b>		
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.		
<b>Carries Out Effective Decision Making</b>		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.		
<b>Undertakes Structured Problem Solving Activity</b>		
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
<b>Operates with Dignity and Respect</b>		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
<b>Working Conditions:</b>		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
<b>Special Conditions:</b>		
Basic DBS is required.		
<b>Compiled by: Michael Thomas</b>  <b>Date: 12/09/24</b>	<b>Grade Assessment</b> <b>Date: 25/09/24</b>	<b>Post Grade:</b>  <b>PO6</b>