

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

JEGS Reference 00668

DEPARTMENT: Corporate Resources	SERVICE GROUP: Finance
POST TITLE: Senior Auditor	REPORTS TO: Internal Audit Manager
GRADE: PO2	SAP POSITION NUMBER :

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.

Key Purpose of Post: Max 3 sentences

To provide an effective internal audit service delivering assurance to management that the key risks within the services examined across all parts of the Council are being managed effectively.

To develop proactive, creative and cost-effective solutions where identified weaknesses in systems and processes expose the Authority to unacceptable levels of risk.

To advise management and other stakeholders on both internal audit matters and on the most effective governance, risk management and internal control arrangements.

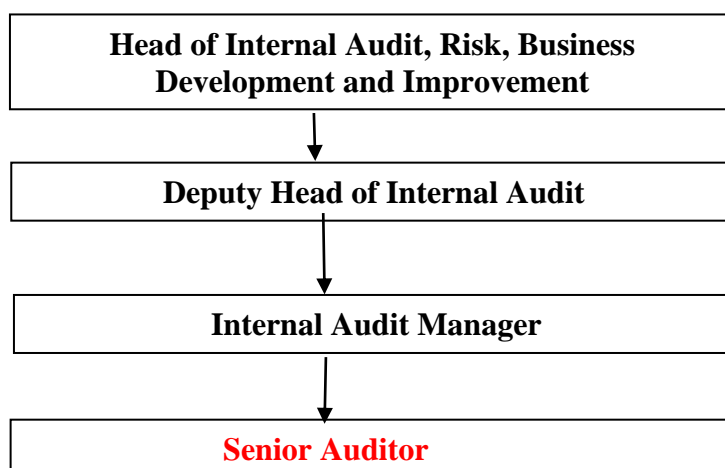
Main Responsibilities of Post: Max 15 Bullet points

To undertake complex internal audit assignments in accordance with public sector internal audit standards.

2 To undertake a wide range audit assignments, included in the Audit Plan, in order to strengthen and improve financial control, risk and governance arrangements across

the Council and its partners.

- 3 To communicate the results of internal audit assignments to audit clients in accordance with professional standards in an informed, confident, polite and understanding manner.
- 4 To manage time efficiently to ensure assignments are completed on time and within budget.
- 5 To listen to the department's customers and identify potential solutions to their needs.
- 6 To perform investigations and undertake reviews on behalf of top management reporting findings direct.
- 7 To undertake specialist audit work as appropriate; e.g. contract audit, computer audit, and grant verification work.
- 8 To research and maintain specialised knowledge in various financial disciplines to provide expert audit advice to and on behalf of the council.
- 9 To act as ambassador for Internal Audit by showing professionalism, high personal standards of integrity and courtesy at all times and to promote this culture throughout the organisation.
- 10 To organise, deliver and participate in training events to improve the skills, knowledge and understanding of financial and non-financial managers/ staff.
- 11 To improve the effectiveness of internal audit by leading in the development of processes and procedures and assist in training and development of audit staff.
- 12 To actively undertake personal development training to enhance work performance, special skills and career progression.
- 13 To carry out joint assignments working alongside other audit staff or staff from the Corporate Fraud Unit.
- 14 To maintain all records and databases required to support the Internal Audit function.
- 15 To carry out any other duties as may be required, which are reasonable in terms of the nature and level of the post.

Structure:**Special Knowledge Requirement. Will be used for shortlisting. Max 10**

	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
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

Interprets, communicates and applies policies, procedures, regulations and legislation

<p>relevant to the audit assignment.</p> <p>Uses, interprets, analyses, communicates complex numerical information.</p> <p>Uses a range of specialist ICT systems across own work area and across other areas of work.</p> <p>Applies current auditing methods and techniques</p> <p>Demonstrates appropriate handling of extremely confidential information, including: - personal, political and financial data.</p> <p>The applicant is required to provide evidence of having previously spoken fluently/reported clearly to members of the public and committees</p> <p>At least three years recent experience providing an internal audit service and meeting customers/clients needs.</p> <p>Experience of undertaking internal audits from job brief to final report stage.</p>
Relevant professional qualifications requirement: Will be used for shortlisting
<p>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.</p> <p>Evidence of sustained personal and professional development</p>
Core Employee competencies to be used at the interview stage.
Carries Out Performance Management
<p>Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.</p>
Communicates Effectively
<p>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.</p>
Carries Out Effective Decision Making
<p>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.</p>
Undertakes Structured Problem Solving Activity
<p>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.</p>
Operates with Dignity and Respect
<p>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.</p>
Working Conditions:
<p>Must be able to perform all duties and tasks with reasonable adjustment, where</p>

appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
Basic DBS is required.		
Compiled by: Michael Thomas Date: 30 July 2024	Grade Assessment Date: 12 Sept 2024	Post Grade: PO2