

JEGS Reference 00661

# Job Profile – Deputy Head of Internal Audit

**Department: Finance**

**Responsible to: Head of Internal Audit, Risk, Business Development and Improvement**

**Responsible for: Internal audit team**

## Grade: Special B

## Job purpose

To direct and manage the team responsible for the provision of Internal Audit in accordance with Public Sector Internal Audit Standards. This will include decision making on highly sensitive individual cases as well as the overall management of the Service’s performance. This is to ensure the Council’s governance procedures are effectively maintained at a Senior Officer level and in accordance with the Council’s constitution.

To support the Director of Finance in providing leadership and proactive and creative advice whilst contributing towards progressive management and improvement in all the Council’s services.

To promote business solutions through the delivery of financial services, ensuring principles of best value, value for money and risk management are embedded into service delivery.

**Corporate responsibilities**

## 1 Vision and Strategy development

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.

## 2 Corporate leadership

As a senior leader working as part of the distributed leadership network of the council, work together to drive forward and accept collective responsibility for a range of departmental and cross-cutting initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Provide corporate leadership that encourages staff to recognise their contribution to the strategic objectives the council has set.

## 3 Service leadership and management

Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

 **4 Business and Commercial Skills**

Ensure the delivery of the council’s corporate vision and help ensure that the council receives value for money from its expenditure. Lead on assessing the technical, operational, and organisational feasibility of initiatives to ensure viability and successful implementation from an audit and risk perspective. Lead on discussions, at a corporate level, when assessing funding and capital borrowing requirements.

## 5 Partners and stakeholders

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council’s approach to unified public services. Foster the bringing together of local services and

decisions across agencies to reduce demand and help communities more independently support themselves.

## 6 Business change and culture

Lead, develop and ensure implementation and review of change management programmes to deliver continual improvement. Assist the Chief Executive, Strategic Directors and Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

## 7 Compliance, Governance and Ethics

Ensure that all activities within the service comply with the council’s constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

## 8 Equality and diversity

Uphold and promote the aims of the council’s equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.

## 9 Embracing Change and Technological innovation

Ensure the service supports the Council by developing an approach that empowers problem-solving, including creative thinking, decision-making, and solution generation. Deploy a range of advanced tools and techniques to identify actionable and sustainable solutions to address root causes. Sets the agenda for change and foresees the impact of change and is influential and owns the full cycle structure for change, owning the objectives and programme of change.

## Service focused responsibilities

1. To manage, lead and motivate a team of staff who provide Internal Audit Services across the Council. The team consists of approximately 12 staff, the majority of which are professionally qualified through CCAB, Institute of Internal Auditor (IIA) qualifications CIA, CMIIA or PIIA and AAT.

1. Prepare and consult on the Council’s Internal Audit Plan.

1. Plan, supervise and control the activities of the Internal audit section, including maintenance of the MKinsight audit system, in order to:

* + Promote the installation of soundly-based systems of control within the Council by making appropriate recommendations;
	+ Review financial and non-financial systems and make recommendations for improvement in order to mitigate identified risks;
	+ Assist in the safeguarding of the Council’s assets and interests from losses due to fraudulent offences, waste, extravagance and inefficiency;
	+ Provide independent advice on new and existing systems and procedures;
	+ Undertake the audit of government grant claims ensuring compliance with grant conditions.

1. Responsible to the Head of Internal Audit, Risk, Business Development and Improvement, working within broad policy guidelines and objectives with a high degree of discretion and delegated authority. The seniority of the post is such that the post holder is required to demonstrate initiative, high levels of political awareness, professional and managerial competence in carrying out the functions of the post

1. Expected to deal with complex, sensitive and confidential matters on a regular basis.

and liaise directly with elected Members and top management, assistant directors, senior management, Trade Unions, senior officers and external agencies, providing professional information and advice on financial matters and control issues. Will notify the Head of Internal Audit, Risk, Business Development and Improvement of matters of a significant or sensitive nature

1. Wide-ranging and extensive authority to act on matters of professional judgement, particularly with reference to Internal Audit.

1. Decisions in relation to the resources of the Team, as well as delegating and prioritising tasks and duties in order to ensure successful delivery of the service in compliance with Public Sector Internal Audit Standards.

1. Access to highly confidential, personal, financial and political information, the unauthorised disclosure of which would prejudice the interests of the Council.

1. To positively support and deliver the vision, values and strategic objectives of the Council through the Finance service by providing constructive and timely advice on all financial matters, control issues, innovative solutions to key projects and corporate initiatives. Make a major and sustained contribution to develop, drive forward and

integrate the necessary change to influence the Council’s improvement and become an excellent Authority.

1. Develop and maintain working relationships with top management and other senior officers, other Council services, external agencies and peer groups working corporately and cooperatively to ensure the service is at the forefront of innovation and change.

1. Responsible for communicating corporate goals, values and objectives and all associated tasks relating to health and welfare of staff which will include, carrying out staff appraisal (to ensure key objectives are met), coaching and mentoring in order to assist with career progression and ensure staff operate within a learning culture and ensuring corporate standards are met, for example management of sickness absence.

1. Direct and manage the Internal Audit Section in providing support, advice and guidance which is based upon best practice and which maintains high professional standards, performance and delivery.

1. Prepare and present appropriate reports to senior management and elected Members as required. Support the Director of Finance in the approval of reports prepared for Executive and other Committees providing advice and guidance as appropriate. The role will be a key contact and supporter of the Council’s Governance and Audit Committee or any alternative Constitutional arrangement.

1. Develop an effective interface with the private sector and other partner organisations, managing new ways of working alongside the regulatory framework of the Council.

1. To deputise for the Head of Internal Audit, Risk, Business Development and Improvement as required**.**

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| **Dimensions of role:** |
| * The team consists of a minimum of 10 staff, the majority of which are professionally qualified through CCAB, PIIA. IIA and AAT.
* Responsible for delivery of the main budget of circa £700k for internal audit plus receipt of income of £35k from the Pension Fund and responsible for certification of grant funding worth over £20m per annum.
* Managing areas of specialist expertise of internal audit including provision of services to outside bodies such as the West Yorkshire Pension Fund
* To regularly meet with very senior leaders within the Council, BCFT and other statutory partners and elected councillors to promote the council’s business
* To provide the Head of Internal Audit Opinion on the effectiveness of the Council’s internal control, risk and governance arrangements on an annual basis.
* To deliver an internal audit plan across a complex range of services.
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|  **Structure Chart (role of direct reports)**  |
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# Person specification – Deputy Head of Internal Audit

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| **Qualifications**  | Qualified accountant recognised by CCAB or full membership of the Institute of Internal Auditors.  Evidence of sustained personal and professional development  |
| **Experience**  | 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.  |
| **Skills and knowledge**  |  Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services.  Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs. Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility.High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies  |
|  | Ability to inspire, guide, motivate and develop people, to achieve high performance  Ability to listen to and influence others, presenting information and arguments convincingly  IT literate and able to manage information systems as necessary  Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.  |
| **Other requirements**  |  Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods  This post is subject to DBS requirement. |

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| **Relevant experience requirement: Essential for shortlisting**  |
| The applicant is required to provide evidence of having previously spoken fluently/ provided effective written reports to members of the public and in a committee setting.  |
| Extensive relevant experience in an audit/risk environment, at a senior level, in a large, complex organisation.  |
| Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.  |
| Experience of working cooperatively in multi-disciplinary teams to deliver crosssector/service projects.  |
| Demonstrates a record of achievement in leading, developing and motivating a team of finance professionals, fostering a culture of commitment to secure service improvement.  |
| **Core Employee competencies at manager level to be used at the interview stage.**  |
| **Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. |
| **Communicates Effectively** - 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. |
| **Carries Out Effective Decision Making** - 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. |
| **Undertakes Structured Problem Solving** **Activity** - 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.  |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |

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| **Management Competencies: to be used at the interview stage.**  |
| **Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.  |
| **Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.  |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes.  |
| **Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.  |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals.  |
| **Working Conditions:**   |
| May be required to work occasional evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to travel to locations within the Bradford district, and outside of the district as and when required. Flexible and hybrid working arrangements apply. 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.  |

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| **Completed by:**  | **Michael Thomas**  | **Date:**  | **20/06/24**  |
| **Quality checked: (HR)**  | **Special B**  | **Date:**  | **25/09/24**  |