

ROLE ADVERT

ROLE TITLE: Principal Auditor

PERMANENT

POST ID: RAD14

GRADE: BAND H SCP 33 – SCP 37 (£28,746-£31,846)

HOURS: 37 per week

LOCATION: Innovation House - Magor, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

PURPOSE OF POST:

The post holder will undertake programmed audits both as part of a team or on an individual basis in all areas of the Council's activities. Special investigation audits will also be undertaken as required.

Should you require any further information regarding this post, please contact: David Walton, Audit Manager on 01633 644258.

Closing Date: 12 noon on Friday 13 March 2015

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

ROLE PROFILE

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RESPONSIBLE TO: Audit Manager

The Purpose of this Role:-

- To assist management in promoting the role of the Internal Audit Section to improve Monmouthshire's service delivery.
- To help deliver the Internal Audit service in a timely and proper manner to agreed standards and time scales.
- To undertake high risk audit jobs in accordance with the annual audit plan
- To assist as required with the planning, control, supervision and review of the work of more junior colleagues.
- To participate in fraud and other special investigations including liaison with other local authorities or other bodies under the direction of Audit Management.
- To assist in providing professional and technical advice on a wide range of day-to-day financial and non-financial matters.
- To assist in the development of financial procedures and audit documentation to enhance the quality of work undertaken within the Authority.

Your responsibilities are:-

Technical

- To assist in providing professional advice and guidance on Internal Audit related matters.
- To help provide support for Internal Audit staff in relation to legal and regulatory matters.
- To undertake research and development work as required.
- To help to develop, implement and monitor progress against an annual plan for all activities relating to the Internal Audit service.
- To assist in providing information for insertion into the final accounts of the authority.
- To represent the authority on internal and external working groups.

Leadership

- Provide the Chief Internal Auditor, Audit Manager and senior management team with information as required.
- To assist in providing professional support and development for Internal Audit staff.
- Promote the role of Internal Audit within the Authority.
- Identify appropriate management training.

Directorate Interface

- Understand directorates' business requirements
- Coordinate and raise awareness of internal audit initiatives that are, or have the potential to be of corporate interest.
- Assist with the evaluation and procurement of any software applications.
- Promote awareness of corporate initiatives.

Policy and Strategy

- Promote awareness of corporate policies and procedures.
- Ensuring that procedures and policies are in place and adhered to.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will:-

1. Ideally be qualified CCAB or IIA with a minimum of 5 years relevant experience in a public sector audit environment at a senior auditor level, or possess extensive relevant experience in a public sector audit environment at a senior auditor level. Current member of AAT or equivalent.
2. Demonstrate a clear commitment to continued professional development.
3. Have practical experience and knowledge in the following areas: -
 - System based auditing
 - Risk based audit needs assessment techniques
 - Audit planning and work programming
 - Value for money studies
 - Fraud investigations
 - Delivering training
4. Demonstrate strong people skills: -
 - Proven ability to motivate and co-ordinate staff
 - Good interpersonal skills.
 - Excellent verbal and written communication skills.
 - Ability and willingness to acquire and impart information.
 - Articulate, persistent and assertive.
 - Ability to deal with difficult people and situations in an assertive but courteous manner.
 - Awareness of public relations aspect of dealing with members of the public.
5. Have an understanding of the impact the internal audit service can have on Monmouthshire's service delivery.
6. Show proven ability to produce accurate, succinct and timely management information.
7. Be positive, highly motivated and well organized.
8. Have the ability to assimilate situations and escalate where necessary.
9. Have the ability to coordinate staff training and development.
10. Demonstrate an understanding of and agreement with the principles of Equal Opportunity.

**Should you require any further information regarding this post, please contact:
David Walton, Audit Manager Tel: 01633 644258.**

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