

Job Description

Department:	Resources
Division/Section:	Internal Audit, Insurance and Investigations
Job Title:	Senior Auditor
Post No:	000536, 000538
Grade:	11
Reports to:	Group Auditor
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD CE[Chief Executive] --- MO[Monitoring Officer] CE --- ADCR[Acting Director of Corporate Resources] CE --- CAC[Chair of Audit Committee] CE --- CPCA[CPCA Vivacity] ADCR --- CIA[CHIEF INTERNAL AUDITOR] CIA --- IA[Internal Audit] CIA --- I[Investigations] CIA --- INS[Insurance] IA --- GA["GROUP AUDITOR (2 Posts)"] IA --- PA[PRINCIPAL AUDITOR] IA --- SA["SENIOR AUDITOR (2 Posts)"] IA --- AU[AUDITOR] I --- SCCO[SENIOR CORPORATE COMPLIANCE OFFICER] I --- CO[CORPORATE COMPLIANCE OFFICER] INS --- IM[INSURANCE MANAGER] INS --- SIO[SENIOR INSURANCE OFFICER] </pre>
Reporting Line	<pre> graph TD GA[Group Auditors] --- PA[Principal Auditor] GA --- SA[Senior Auditors] GA --- AU[Auditor] </pre> <p>Does the post involve working in regulated or controlled activity with children or vulnerable adults? Neither X</p> <p>CRB Check applicable? None X</p>
	<p>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? No X</p>
Line Management responsibility for:	<p>No. of direct reports: 0 No. of indirect reports: 0</p>

Size of budget:	<i>A high proportion of audit work involves reviewing the controls and procedures surrounding financial resources, therefore indirect budget monitoring covers the whole organisation.</i>
Job Purpose:	<p>To provide an <u>independent assurance function</u> designed to give an objective opinion to the Council on the control environment, comprising risk management, internal control and governance. To add value to the Council by improving its operations and contributing to the proper, economic, efficient and effective use of resources.</p> <p>To act as a Senior Auditor on various individual assignments as allocated by the Group Auditor. Audit assignments may include reviews of fundamental systems, corporate activities, partnership and contractual arrangements, education establishment reviews; certification of government grants and their associated initiatives, or undertaking corporate fraud investigations. Audit activities cover all services covered by Peterborough City Council or as part of service level agreements with other external bodies</p>

Main Duties and Responsibilities:

Minimum activities would include:	
<p>Plan, in consultation with Senior Managers the detailed strategy to be adopted in carrying out assigned audits within the framework of the sections agreed audit work. This will include developing an audit brief through to a suitable testing programme.</p> <p>Accurately, analyse and interpret complex information from a multitude of different systems to solve problems and develop appropriate solutions. Leading to being able to review and assess audit findings during and at completion of audit.</p> <p>Appraise and report on the application of management controls employed within the organisation to include risk management, internal control and governance. Draft and agree, with the Group Auditor, the audit report for submission to senior management.</p> <p>Undertake a range of activities using audit techniques, including but not restricted to risk and system based reviews, value for money studies, lean processes exercises and compliance monitoring, along with the use of internal audit software packages.</p> <p>Develop good working arrangements with clients, whether Line Manager through to Senior Management, to assist in audit recommendations being accepted and implemented.</p> <p>Conduct all audits in accordance with agreed internal processes, audit best practice and Public Sector Internal Audit Standards.</p> <p>Consult, develop and implement improved audit working methods within the audit team as appropriate.</p> <p>Undertake, as required, investigations into cases of suspected financial irregularity.</p> <p>To liaise with client departments and assist them in the development of robust systems of risk, control and review.</p> <p>Undertake any other tasks commensurate with the grading of the post with Peterborough City Council, or as part of the service level agreements with partner organisations as appropriate.</p> <p>Responsible for managing personal time for each audit in accordance with the teams' performance indicator requirements and similarly to comply with corporate policies.</p> <p>To be responsible for identifying personal training in conjunction with the Group Auditor. To undertake available training opportunities and show a commitment to continuous development, to maximise potential and ensure the efficient and effective delivery of Council services.</p> <p>In some instances it may be necessary for the post holder to travel independently. Predominantly this will be within Peterborough or Cambridgeshire boundaries if undertaking works for the Councils partners but more distant travelling may be required for external organisation business along with training opportunities.</p>	
Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

	<p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>		
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>		
DATE:	September 2022	COMPLETED BY:	Steve Crabtree