

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Internal Audit Manager
REFERENCE:	RES260
SALARY SCALE:	PO 5-8 (scp 35-38) £44,711 to £47,754 per annum
HOURS OF WORK:	37 hour per week
POST NO:	E113
SERVICE AREA:	Audit
RESPONSIBLE TO:	Head of Financial Services
RESPONSIBLE FOR:	Internal Auditor, Internal Audit Assistant
JOB PURPOSE:	To manage the Council's Internal Audit Section and provide a comprehensive Internal Audit service in accordance with Global Internal Audit Standards. To be the lead officer for the Council's insurances.

KEY RESULT AREAS:

- To plan and monitor system based and regularity audits of the Council's systems.
- To produce a Strategic Internal Audit Plan, in consultation with the corporate management team, external auditors, and report to the Accounts and Audit Committee.
- To lead a team of professional staff and be responsible for supervising staff in carrying out specialised and complex audits and investigations.
- To deliver audits as required by the Strategic Internal Audit Plan.
- To be responsible for managing audits of the Council's computer systems, including the computer environment and its network, and for procuring skills externally where these are not available internally.
- To liaise with Heads of Service in communicating the audit approach and discuss with them, directly and through audit staff, the outcome of the audits.
- To monitor and co-ordinate the work of the team and organise the preparation of written reports of work carried out, detailing audit findings and recommendations where appropriate.
- Work within a code of ethics and professional due care requirements.

- Ensure that Internal Audit practices adopted conform to the requirements laid down by statute and proper practices as contained in the relevant codes of practice prescribed by the appropriate bodies. These are to comply with the Global Internal Audit Standards (GIAS).
- To develop and implement the Council's risk management strategy.
- To manage the contract arrangements for the council's insurances, including the procurement process and contract management arrangements.
- To be responsible for the day-to-day administration of the Council's insurances, including processing claims and dealing with insurance companies and claimants.
- To be actively involved in the development of corporate policies, strategies and initiatives with particular emphasis on audit considerations.
- To regularly attend meetings of the Council's Accounts and Audit Committee.
- To undertake a continuous review of the potential for fraudulent activity and to coordinate investigations into alleged fraudulent activity where appropriate.
- To provide information as necessary for the production of the Council's Annual Governance Statement.
- To have input for an audit perspective to any changes to financial systems, the Council's Contract Procedure Rules, or Financial Regulations.
- To ensure compliance by the Council with statutory guidelines on audit practices.
- To provide consulting activities to the Council in line with the requirements of the GIAS, covering such matters as value for money, advice, facilitation and training.
- To report on matters independently to corporate management team and members as appropriate.
- To research and implement legislative changes, technical developments and best practice methods relating to the provision of the service.
- To be responsible for budgets including the ordering of goods and services, authorising expenditure and approving payments and to ensure compliance with the Council's Standing Orders and Financial Regulations at all times.
- Co-ordinate the National Fraud Initiative (NFI) programme for the Council to maximise its effectiveness.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.

- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed Date

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
<p>Educated to GCSE level, with an excellent standard of numeracy and literacy – total of 5 GCSE’s including Maths and English at grade C (equivalent to the new grade 4) or above.</p>		<p>Application Form/Interview</p>
<p>Fully qualified member of the Chartered Institute of Public Finance and Accountancy (CIPFA), any other body falling under the Consultative Committee of Accountancy Bodies (CCAB), or the Chartered Institute of Internal Auditors (CIIA).</p>		<p>Application Form/Interview</p>
Experience		
<p>Experience of working with computerised systems (particularly finance related).</p>		<p>Application Form/Interview</p>
<p>Significant experience of working in an audit role.</p>		<p>Application Form/Interview</p>
<p>Experience of working with and reporting to Directors and a Corporate Management Team.</p>		<p>Application Form/Interview</p>
	<p>Experience of working with insurance.</p>	<p>Application Form/Interview</p>
	<p>Experience of working in an audit role within a local authority.</p>	<p>Application Form/Interview</p>
	<p>Experience in the supervision and training of staff.</p>	<p>Application Form/Interview</p>

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Experience		
	Experience in a risk management environment.	Application Form/Interview
	Practical experience of attending meetings and working groups.	Application Form/Interview
	Post-qualification experience in Local Government.	Application Form/Interview
Skills/Knowledge		
Excellent understanding of the role of internal audit in a local government context.		Application Form/Interview
An understanding of the requirements under the Global Internal Audit Standards (GIAS)		Application Form/Interview
An understanding of the requirements under the Accounts and Audit Regulations.		Application Form/Interview
A comprehensive understanding of auditing skills, modern auditing techniques and trends.		Application Form/Interview
Excellent report writing skills and oral communication skills.		Application Form/Interview
Ability to demonstrate tact, diplomacy and discretion, and also to deal with sensitive and confidential matters.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Excellent time management skills and the ability to prioritise work.		Application Form/Interview
Excellent analytical and problem solving skills and a methodical approach to work.		Application Form/Interview
Strong general IT skills with the ability to learn IT packages quickly.		Application Form/Interview
Excellent knowledge and ability to use Microsoft products e.g. Office, Word, Excel.		Application Form/Interview
A current driving licence and use of own car.		Application Form/Interview
Effective influencing, facilitating and negotiating skills.		Application Form/Interview
Understanding of the importance of sound governance arrangements, and the role of risk management.		Application Form/Interview
Additional		
Excellent communication and interpersonal skills at all levels within the organisation.		Application Form/Interview
Ability to work as part of a team, but also able to work on own initiative.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Able to work accurately and to strict deadlines.		Application Form/Interview
Self motivated and the ability to show due professional care.		Application Form/Interview

SERVICE STRUCTURE

