

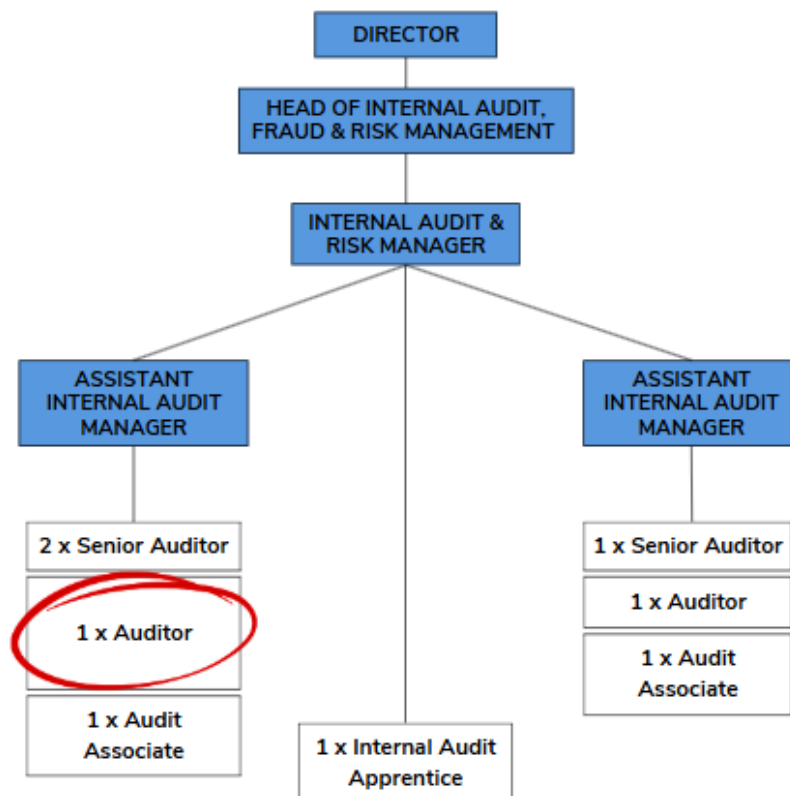
JOB DESCRIPTION

Job Title	Internal Auditor
Directorate	Resources
Division	Internal Audit, Corporate Anti-Fraud, Risk and Insurance
Service	Internal Audit and Risk Management
Grade	Grade E

DBS Check Required	None
Justification for DBS	Choose an item.
Politically Restricted	Choose an item.

Responsible to:	Assistant Internal Audit Manager
Employees directly supervised (if applicable):	0

Family Tree (job titles only, no employee names)



1. JOB PURPOSE:

- The purpose of this role is to manage, perform, and control internal audit assignments across the three partner Councils (Royal Borough of Kensington and Chelsea, Westminster City Council, and the London Borough of Hammersmith and Fulham).
- The role requires wide-ranging experience in conducting system audits and reviews across all Council services.
- The primary goal is to provide independent assurance designed to add value and improve the Council's operations by evaluating and enhancing the effectiveness of risk management, control, and governance processes.
- Audits will be tailored to meet service expectations, ensuring the efficiency and effectiveness of the audit process.

2. DESCRIPTION OF DUTIES:

- Planning & Preparation: Understand and document the requirements of each audit assignment such as timing, location and work requirement.
- Complete relevant background research, arrange necessary appointments with the client in advance and prepare Audit Briefs for assignments for approval by the Head of Internal Audit and Risk Assurance.
- Fact-Finding: Interview operational and management staff at client sites to enable systems and controls to be identified, documented and evaluated in assignment working papers.
- Provide comprehensive understanding of the service being audited, allowing for accurate assessment and improvement of systems and controls.
- Testing: Drafting the testing strategy, including the direction of testing, sample sizes and detail required and document this in working papers before commencing routine audits. For more complex audits, the testing strategy and associated working papers will be reviewed and approved by the assigned audit senior.
- Undertake testing in line with the reviewed testing strategy and evaluate the significance of results within the working papers, making recommendations for improvement, where required, for review by the audit senior.
- Debriefing: Debrief the client on the findings of the audit, highlighting the risks and weaknesses and agree recommendations. This emphasises the auditees understanding of audit findings and acknowledgement on necessary corrective actions, promoting better risk management.
- Reporting: Prepare and proofread good quality, concise internal audit reports which can be supported by appropriate working papers for review by an audit senior prior to approval by the Head of Internal Audit. This approach guarantees that reports convey audit findings clearly and facilitate informed decision-making.
- Quality & Timeliness: Complete all work within agreed timescales and budgets and to the appropriate quality standard thus maintaining client satisfaction and audit integrity.
- Ensure that any variations to original deadlines and budgets are agreed with the Audit and Risk Manager in advance.
- Ensure that work is retained securely and in accordance with the procedures and work with the Audit and Risk Manager to undertake quality assurance compliance reviews. This protects the confidentiality and integrity of audit documents, complying with legal and organisational requirements.
- Offer timely, practical and professional advice to client departments relating to value for money, system implementation, interpretation of financial regulations and standing orders and other general control issues.

- Data Analytics: Collaborate with the Audit and Risk Manager to compile information and relevant data for inclusion in formal reports to senior management and audit committees.
- Work with other audit staff as required, promoting a collaborative work environment, improving team development and audit quality. This will include supervising apprentices on specific tasks as agreed with the Audit and Risk Manager.
- Maintain an up-to-date knowledge of changes within the Council(s) and legislation affecting the Councils' services. All staff are expected to carry out their job in compliance with the Council's Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if you are unsure of the correct course of action. This ensures audit practices are current and aligned with the latest regulations, enhancing relevance and effectiveness.
- Carry out the duties and responsibilities of the job with due regard to all Council policies and procedures including Data Protection, Equal Opportunities and Health and Safety, including undertaking mandatory training.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Internal Auditor
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Informed by our learning from the Grenfell tragedy, senior managers are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
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B	Qualifications • Partly trained/ professionally qualified – i.e. qualification in an internal audit related field (CIA Part1,2 and/or 3, MSc in Internal Audit or equivalent). • If no professional internal audit qualification equivalent demonstrable work experience in an internal audit environment.
C	Skills • Demonstrable work experience in an internal audit environment, including as a trainee or level 7 apprentice role. • Recent experience of undertaking internal audits and follow ups (including establishment reviews such as school audits). • Obtaining and analysing information and presenting findings verbally and in writing. • Working within deadlines. • Working independently and as part of a team. Knowledge • Understand the structure of local government, the needs of the communities and the role of internal audit within this sector. • Good technical knowledge in respect of internal audit frameworks and their application to local government. • Ability to understand unfamiliar concepts and systems quickly. • Maintain high professional standards of conduct and practice. • Produce and present findings/ reports to senior officers. • Obtain agreement from Senior Management to recommendations made. • Effectively manage client data in line with procedures and policies. • Manage delivery to achieve the targets. • Competent in the use of IT packages including MS Office. Attitude • Understand the need for a customer focus and how this is translated into practice. • Ability to communicate clearly and precisely both verbally and in writing to a variety of stakeholders. • Be enthusiastic, committed, and self-motivated in undertaking tasks and seeing them through to completion. • Work in an agile way and be flexible to meet the needs of the service and the Councils. • Ability to build a rapport with peers and work effectively as a team member to achieve the service objectives, including supporting apprentices who are new to internal audit. • Be able to develop and sustain working partnerships with a wide range of internal and external bodies. • Attend training and be committed to continued personal and professional development.

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST - We put local people at the heart of decision making in everything we do. - We seek to include and involve: all voices matter. - We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: - I actively involve and include the communities that I serve in my work. - I shall reflect the views of the communities in my daily work. - I shall improve the service I provide through seeking feedback from others. Our residents will feel that: - I have been included - I can see how my views have been taken into account - I can see improvements and developments based on my input
E	RESPECT - We listen to everyone and value the personal experiences of people in our communities and of each other. - We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: - I adapt my approach to take account of all differences and cultures in the community and with colleagues. - I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. - I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: - I feel my culture and background are respected. - I have confidence that action is being taken. - I feel I am being treated fairly.
F	INTEGRITY - We act with openness, honesty, compassion, responsibility and humility. - We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour:

	• I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.