

JOB DESCRIPTION

Job Title	Audit Manager
Position Number(s)	51044814
Department	Resources
Section or Service	Internal Audit & Risk Management
Grade	HMgn141

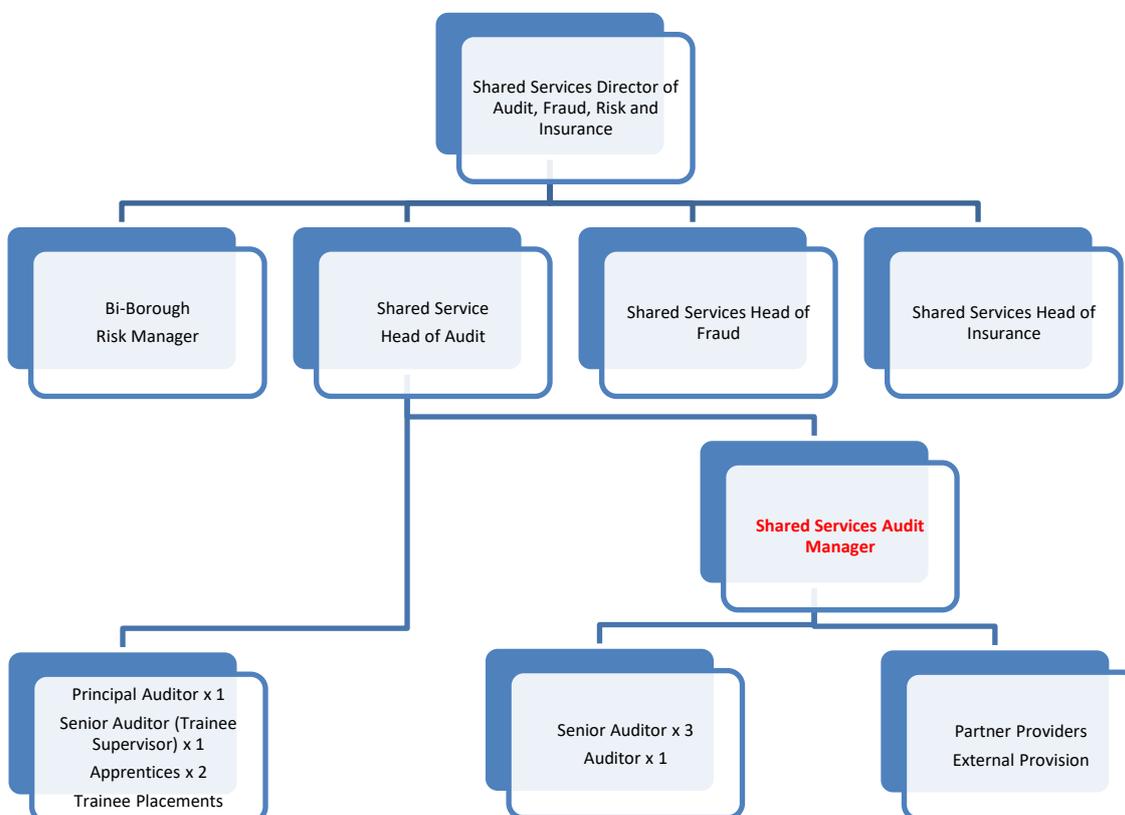
DESIGNATION:

1. JOB PURPOSE:

Responsible to:	Head of Internal Audit
Employees directly supervised (if applicable):	Four - 3 x Senior Auditors and 1 x Auditor (currently vacant) but potentially all other employees if deputising for the Shared Services Head of Internal Audit.

Family Tree

Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.



To support the Shared Services Head of Internal Audit to develop and deliver the risk-based audit plans that will provide assurance on the adequacy of the frameworks of control, governance and risk to the Royal Borough of Kensington and Chelsea, the London Borough of Hammersmith and Fulham and Westminster City Council.

The role will include:

- Supervision of work assigned to staff and partner providers.
- Liaison with the S151 Officers and other Senior Officers at each Council.
- Reporting to and attending Audit Committees.
- Deputising for the Shared Services Head of Internal Audit where required.

2. DESCRIPTION OF DUTIES:

- Assisting in the annual planning process by liaising with Council Managers, reviewing the risk analysis and producing draft audit plans for consideration by the Audit Committees.
 - Identifying the appropriate resources required to achieve the plan and assisting in the allocation of individual work plans for staff and partner providers.
 - Monitoring the delivery of the audit plan against agreed performance indicators including work completed by partner providers and reporting regularly to the Shared Services Head of Internal Audit.
 - Monitoring the performance of partner providers, including regular attendance at performance meetings and verification of quality and delivery of work prior to approval of payment.
 - Providing updates to Senior Managers at each Council on the progress against the original plan of audit work.
 - Acting as line manager for agreed audit projects across the Councils' services and ensuring that work meets appropriate professional and quality standards.
 - Ensuring that policies and professional standards are implemented and maintained within the Shared Internal Audit Service.
 - Undertaking agreed, high profile, strategic audit or management projects including appropriate reporting to Senior Management.
 - Offering practical and professional advice to client departments on control or audit related issues.
 - Assisting in the review of working practices and management arrangements within the service on an ongoing basis.
 - Be informed on specific areas of professional work or council-wide issues.
 - Undertaking all management functions for designated staff including:
 - Facilitating the 1:1 process;
 - Finalising annual performance targets and performance appraisals;
 - Developing and monitoring personal development plans;
 - Assisting in the recruitment of temporary and permanent staff.
 - Participating in council working teams or initiatives.
-

I agree to the above job description

Post Holder.....**Date**.....

Head of Service.....**Date**.....

3. DIMENSIONS:

The Internal Audit Team provides a full internal audit service to the Royal Borough of Kensington and Chelsea (RBKC), the London Borough of Hammersmith and Fulham (LBHF) and Westminster City Council (WCC). Whilst the Service is hosted by RBKC the specific needs and risks of each Council are fully considered when identifying the resources (in-house and partner provider) required and budget available. The budget for internal audit across the three Councils is in the region of £1m.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Audit Manager
-------------------	---------------

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.

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. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	<p>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.</p>
B	<p>Qualifications</p> <p>Essential: Chartered Internal Auditor or Chartered Accountant</p>
C	<p>Experience, Knowledge, Skills and Attitude</p> <p>Essential Experience:</p> <ul style="list-style-type: none"> • Over two years' experience of working in the public sector internal audit environment in a senior position. • Recent experience of managing a full internal audit service across multiple clients within the public sector, preferably local government. <p>Desirable Experience:</p> <ul style="list-style-type: none"> • Recent experience of undertaking or managing internal audits for London Boroughs. • undertaking projects where added value was identified and achieved.

	<p>Essential Knowledge and Skills:</p> <ul style="list-style-type: none"> • 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 and relevant sector issues. • ability to understand unfamiliar concepts and systems quickly. • proficient in obtaining and analysing information and producing clear reports to senior management and Committee Members. • maintain high professional standards of conduct and practice. • undertake high profile reviews. • effectively manage client data in line with procedures and policies. • set performance targets and manage delivery to achieve the targets. • competent in the use of IT packages including MS Office. <p>Desirable Knowledge and Skills:</p> <ul style="list-style-type: none"> • a good understanding of local government finance. • use of data analytical and presentation tools. <p>Essential Personal Qualities:</p> <ul style="list-style-type: none"> • 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. • 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	<div style="background-color: #00bcd4; color: white; padding: 5px; text-align: center; border-radius: 10px; margin-bottom: 10px;"> PUTTING COMMUNITIES FIRST </div> <ul style="list-style-type: none"> • 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. • We are willing to adapt, ensuring compassion and empathy is shown when needed and consider the community within our work. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • 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. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • 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

<p>E</p>	<div style="text-align: center; background-color: #00b050; color: white; padding: 5px; border-radius: 10px; margin-bottom: 10px;"> <p>RESPECT</p> </div> <ul style="list-style-type: none"> • 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. • We ensure management and staff are kept up to date with the progress of our work. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • 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. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
<p>F</p>	<div style="text-align: center; background-color: #00a0e3; color: white; padding: 5px; border-radius: 10px; margin-bottom: 10px;"> <p>INTEGRITY</p> </div> <ul style="list-style-type: none"> • 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. • We ensure our reports are transparent and uncompromised. • We take ownership for communicating the outcomes of our work and follow up on all agreed actions. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • 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. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • 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
<p>G</p>	<div style="text-align: center; background-color: #00b050; color: white; padding: 5px; border-radius: 10px; margin-bottom: 10px;"> <p>WORKING TOGETHER</p> </div> <ul style="list-style-type: none"> • 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. • We build professional working relationships with others. • We make recommendations that are SMART and can really enhance the service users experience.

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.