

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Auditor	<b>JE NUMBER:</b> A12676
<b>DIRECTORATE:</b>	Finance	<b>BAND:</b> 6/7
<b>RESPONSIBLE TO:</b>	Senior Auditor	
<b>RESPONSIBLE FOR:</b>	N/A	
<b>MAIN PURPOSE OF POST:</b>	<p>To carry out the internal audit of activities, financial records and systems.</p> <p>To contribute to the development of strong risk, corporate governance and assurance arrangements for each council within the Consortium.</p>	

### DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To undertake a range of audits covering the full range of modern internal audit techniques in line with the Global Internal Audit Standards. This includes the main financial system audits, operational audits, cross cutting, IT, probity, fraud and value for money audits.
2.	Discussing the scope and objectives of the audit with the Client concerned.
3.	Completing the audit test schedules and identifying and agreeing any updates to these with the Senior Auditor.
4.	Compiling comprehensive and accurate working papers and files (both manually and electronically) recording details of the audit work carried out.
5.	Preparing draft reports of the matters arising during audits for consideration by the Head of the Internal Audit Consortium /Senior Auditor prior to submission to the client concerned.
6.	Discussing the findings and recommendation of the audit with the client. A Senior Auditor will also attend these meetings where requested or if it is deemed appropriate by the Senior Auditor/Head of the Internal Audit Consortium.
7.	The post holder will utilise and interrogate any of the Council's numerous computer systems and databases as required to ascertain information in order that audit tests may be completed.
8.	To complete audits within allocated budget and report to the Senior Auditor where potential variations may arise.
9.	To undertake or assist in special investigations including compiling relevant evidence and producing draft reports.
10.	To attend and participate in working parties or groups when requested as a representative of the Internal Audit Consortium.

11.	To review and advise on policies, procedures, guidance notes and regulations.
12.	To continually assess the governance, risks and controls involved in operations audited and to advise Senior Auditors of additional areas of concern.
13.	To contribute towards the continual improvement of service standards, customer satisfaction and performance management.
14.	To assist the Head of the Internal Audit Consortium /Senior Auditor in ensuring that agreed recommendations have been implemented.
15.	To liaise with clients at all levels, including Directors and Senior Officers, on matters relating to the audit.
16.	To respond to enquiries from all clients, and external Audit on governance, risk and financial control and audit related matters. To refer more difficult or technical enquiries to the Head of the Internal Audit Consortium /Senior Auditor where necessary.
17.	To attend, if required, disciplinary hearings, Industrial Tribunals, Court etc as a witness.
18.	To assist management as appropriate in whatever tasks are allocated to the team.

**GENERAL – To be aware of and implement the following:**

**Equalities** – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

**Code of Conduct** – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

**Health & safety** – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

**Staff Development** - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

**Data Protection** – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

**Safeguarding Children and Vulnerable Adults** - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

**Climate Change** – The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

<b>SPECIAL FEATURES OF POST:</b>				
Political Restriction	YES		NO	√
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES	√ basic	NO	
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	√
You will be allocated a normal office base, but you may be required to carry out your duties at any organisation, office or premises.	YES	√	NO	
<p>Starting salary will be within the above range and determined in accordance with qualifications and experience.</p> <p>In order to progress to scale 7 Auditors must have at least 2 years internal audit experience.</p> <p>Progression is not automatic but, in all cases, will be subject to satisfactory performance</p> <p>The Auditors level of experience and competency will determine the level of supervision and guidance required.</p>				

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Auditor	<b>JE NUMBER:</b>	A12676
<b>DIRECTORATE:</b>	Finance	<b>DATE:</b>	<b>April 2024</b>

<b>KNOWLEDGE / SKILLS / ABILITIES</b>		<b>Assessment Method</b>
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
<b>Essential</b>		
•	Ability to communicate assertively with all levels of personnel.	Application Form / Interview
•	Ability to work to deadlines with a minimum of supervision.	Application Form
•	Ability to work accurately with figures.	Application form
•	Ability to maintain accurate and concise working papers.	Application form
•	Good interpersonal skills.	Application Form / Interview
•	Ability to produce accurate and concise draft reports and memoranda.	Application form
•	As part of the duties and responsibilities of this post, you will be required, and must therefore have the ability, to travel to other locations within the Consortium area.	Application form
<b>Desirable</b>		
•	Knowledge of local government or the public sector.	Application form
•	Knowledge of computerised accounting and other financial systems.	Application form
•	Knowledge of current internal audit techniques.	Application form / Interview

•	Ability to work effectively in three different partner authorities, adapting to their systems and cultures	Application form / Interview
<b>EXPERIENCE</b>		
<b>Essential</b>		
•	A minimum of two years experience in a financial environment or other relevant experience or relevant NVQ Level 4.	Application form
•	Experience in the operation of Microsoft Office software.	Application form
<b>Desirable</b>		
•	Experience in internal audit.	Application form / Interview
•	Previous local government or public sector experience.	Application form
•	Experience in the operation of computerised financial systems.	Application form
<b>QUALIFICATIONS</b>		
<b>Essential</b>		
•	Proven level of literacy and numeracy e.g. GCSE passes in English Language and Mathematics or equivalent.	Certificates
<b>Desirable</b>		
•	Association of Accounting Technicians qualified or part qualified member of an Accounting Institute.	Certificates
<b>OTHER REQUIREMENTS</b>		
<b>Essential</b>		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview

•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
<b>COMPETENCY REQUIREMENT:</b>		
<b>Seeing the Big Picture</b>	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
<b>Level: 2</b>		
<b>Changing and Improving</b>	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
<b>Level: 2</b>		
<b>Making Effective Decisions</b>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
<b>Level: 2</b>		
<b>Leading &amp; Communicating</b>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience</p>	Interview
<b>Level: 2</b>		

	and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	
<b>Collaborating and Partnering</b>	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
<b>Level: 2</b>		
<b>Developing self and others</b>	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
<b>Level: 2</b>		
<b>Delivering Value for Money</b>	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
<b>Level: 2</b>		
<b>Managing a Quality Service</b>	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.	Interview
<b>Level: 2</b>		

	For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	
<b>Delivering at Pace</b>	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
<b>Level: 2</b>		