**Job Profile**

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| **Post title** | **Senior Auditor**[[1]](#footnote-1) |
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| **Post no.** |  |
|  |  |
| **Band** | **F** |
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| **Responsible to** | **Audit Manager** |
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| **Location** | **Both Sevenoaks District Council and Dartford Borough Council** |

**Purpose**

To assist the Audit Partnership by delivering an effective and efficient Internal Audit service to Dartford BC and Sevenoaks DC. Working in accordance with Public Sector Internal Audit Standards (PSIAS), Senior Auditors have responsibility for delivering a personal audit plan each year, contributing to the advice and assurance provided to both Councils by the Audit Service, with particular focus on more complex areas. They also have responsibility for mentoring and coaching more junior members of the team and acting as the first stage of review for their work as well as coordinating and reporting on the follow-up of agreed actions/recommendations resulting from completed audits.

**Key Activities**

* To ensure that work is conducted in accordance with Public Sector Internal Audit Standards and the agreed audit manual
* To undertake an agreed personal audit plan each year, and to deliver added value consultancy, high profile strategic / special projects and thematic / cross authority reviews
* To supervise and review audits completed by Auditors and Trainees in line with service expectations and Public Sector Internal Audit Standards
* To act as line manager for audit staff, adopting a proactive growth mind-set approach to support, coach , mentor and develop their capabilities and ambition
* To coach and mentor Trainee Auditors and support them in their development
* To take the lead on coordinating our approach to following up on agreed actions, including directing other Internal Audit staff to supporting with tracking, monitoring and reporting on progress.
* To deliver an agreed amount of chargeable days each year (approx. 160 days) and maintain chargeability of approx. 75%
* Ensure that work is delivered to the quality and performance standards as agreed and set out in the Audit Manual
* Be available to deputise for the Principal Auditor/Audit Manager, for instance, by attending senior management meetings
* Contribute to formulation and delivery of the objectives and wider goals and aspirations of the Audit Partnership
* Contribute to the overall management of the Partnership
* To liaise with officers (including Senior Managers) and provide insight and guidance to each Authority with regards to internal control, governance and risk management
* Maintain a detailed understanding of the culture, priorities, objectives and risks of each authority
* Take ownership of and maintain continuous professional development
* Undertake administrative tasks as necessary for the role
* To adopt a positive approach and commitment to continued professional development to enhance skills, knowledge and competencies
* To undertake mandatory training as required
* To comply fully with Council policy:
  + Equal Opportunity
  + Health & Safety at Work
  + Officer Code of Conduct
  + ICT Security
* To undertake any other duties equal to the grade of the role, as directed by the Audit Manager

**Personal Specification**

**Senior Auditor**

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|  | **Essential** | **Desirable** |
| **Approach** | * Working as part of a team to accomplish goals * Coach and mentor staff effectively * Positive and consultative approach to Internal Auditing * Able to work to and achieve competing deadlines * Problem solving, critical thinking and strong emotional intelligence * Sound ethical and moral judgement | * Good emotional intelligence and ability to adapt to situations * Confident to challenge in a positive and constructive way * Flexible and able to adapt quickly to changing circumstances |
| **Skills / Experience** | * Recent proven risk based Internal Audit experience * Excellent communication & presentation skills * Excellent written skills and creative presentation of information * Leading, motivating and developing staff * Ability to analyse complex data and draw detailed conclusions | * Data analytics skills * Coaching and mentoring skills * Negotiation and reasoning skills * Self-improvement and a growth mind-set |
| **Qualifications** | * CIA/PIIA or equivalent qualified or equivalent level of experience | * QIAL / CMIIA qualified * Other relevant professional qualifications (e.g. Risk Management, Counter Fraud) |
| **Other** | * Familiarity with IPPF/GIAS * Enthusiastic and innovative * Outcome driven and adaptable | * Understanding of the Public Sector Internal Audit Standards |

1. This Job Profile will be kept under review and can be adjusted as necessary to reflect development of the post holder [↑](#footnote-ref-1)