Job Pack

Internal Auditor



Lewes District Council

EASTBOURNE
Borough Council

Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance.

"The best of town, country and coast"

Our commitment to inclusion

The Councils are committed to providing a service and culture where everyone is given the opportunity to achieve their full potential, feel valued, safe, respected and included. We welcome applications from people of all backgrounds and recognise that a diverse range of skills, attitudes and experiences bring fresh ideas and perceptions that enrich our organisation and local communities. If you need any reasonable adjustments or accommodations during the application, interview, or assessment process, please let us know by contacting recruitment@lewes-eastbourne.gov.uk.

Benefits and discounts

- Membership at local leisure centres who are part of Wave Leisure across the District and Borough.
- Kaarp Benefits which are only available to Local Government employees and includes between 3 and 4.5% savings at supermarkets when purchasing a gift card as well as savings on attractions and discounts on many other things.
- Chorus Workplace Savings Scheme
- Boundless which includes up to 10% off high-street and supermarket goods through discounted pre-paid shopping cards.
- CSSC which includes free entry to a number of tourist attractions and a free tastecard as well as discounted cinema visits and 4% saving on supermarket shopping through pre-paid shopping cards.
- Public Sector Discounts – by paying £9.99 for a Black Card £2.99 staff are able to access discounts such as 2.5% cashback – ASDA, 3.5% cashback – Sainsbury's, Waitrose and M&S, 4.5% cashback on B&Q and Primark and 5% cashback – Boots, Carpetright, Clarks, feelunique, Halfords, Harvester, John Lewis, National Express, New Look, River Island, Body Shop, Nike, The White Company, The Works, Waterstones, Wilko etc.
- Easit – the Councils have joined the Queens Award winning easitNETWORK group through which we hope to influence travel behaviour in the area by providing a full range of transport options to encourage staff to adopt more sustainable commuting habits. EasitNETWORK is a social enterprise, not for profit organisation that is all about sustainable travel. Our staff can benefit from many transport discounts including 15% discount on Southern rail journeys across the network (except central London zones 1,2 + 3); including peak time travel; 10% discount at Halfords on all bikes, cycling accessories, servicing and parts; 15% discounts on monthly and annual bike insurance and 25% discount on new, electric, folding Beat Bikes.

- Eyesight tests vouchers are available for all drivers and computer users which include a discount off selected glasses and when glasses are required solely for VDU use.

- Vouchers for fully funded flu vaccinations through Boots which staff can redeem, arrange and book at a participating Boots Pharmacy of their choice.

- Cyclescheme - The UK's leading provider of the cycle to work scheme and the founding member of the Cycle to Work Alliance. It enables our staff to get a bike tax-free, saving between 25-39%. Participants can choose from over 2,000 retailers and enjoy the ability to shop in-store or online.

- We also understand that balancing everyday life together with the requirements of work and home can create pressures for all of us. To support our staff in achieving this balance we have an Employee Assistance Programme (EAP) in place. Our EAP is currently provided by Vita Health Group an independent external organisation who work to a robust professional code of strict confidentiality.

- They offer both emotional and practical support to our staff when they feel they need it. They also have qualified legal advisors who will assist with any legal matters. They will provide advice and guidance on matters such as writing a will, tenancy and housing concerns, divorce procedures, boundary disputes, probate costs, motoring issues, property and partnership rights and immigration information.

- Our EAP is available 24/7, 365 days and year. As part of this service we are also able to offer staff access to an app where they can find useful articles and webinars alongside an enhanced set of wellbeing tools and engaging features to support wellbeing and wellness.

- Within the Councils we have a number of staff trained to provide 'first aid' to staff experiencing mental health issues. Mental Health first aiders are trained to listen, reassure and respond, even in a crisis – and even potentially stop a crisis from happening.

- They are able to empower others to access the support they might need for successful management of symptoms. This could include self-help books or websites, accessing services via their GP, the EAP, other support groups and more.

Job Description

Post Title	**Internal Auditor**
Service Area	**Corporate Services**
Team	**Corporate Assurance Team**
Grade	**D**
Reports to	**Audit Manager**
Date Prepared	**December 2025**

Job Purpose

1. Deliver high-quality internal audit services that strengthen risk management, governance, and control processes across Lewes District and Eastbourne Borough Councils.
2. Ensure that the service provided is always to a high standard and in accordance with Professional Standards and the agreed Audit Manual.

Key Tasks

1. Plan and execute internal audit engagements on schedule, ensuring compliance with agreed standards.

2. Manage own workload, arranging and agreeing the scope of audits with the Audit Manager and/or Chief Internal Auditor

3. Identify risks, review the adequacy of controls and develop appropriate testing strategies.

4. Carry out testing of controls, including interviewing stakeholders at all levels, and complete working papers

5. Provide constructive challenge and identify efficiency and performance improvement opportunities

6. Present audit findings clearly and persuasively to stakeholders at all levels, both verbally and through concise written reports.

7. Work collaboratively with stakeholders to identify root causes of issues and agree practical management actions that strengthen risk management, control and governance processes.

8. Prepare clear and concise written reports of work carried out, detailing audit findings and agreed management actions where appropriate.

9. Follow-up the implementation of agreed management actions.

10. Provide advice as required on risk and control issues, council policy or procedures and best practice.

11. Represent the internal audit service and contribute to improvement initiatives, project teams and working groups across the councils, adopting a real-time auditing approach where appropriate.

12. Contribute to the continuing improvement of the Internal Audit function.

13. Represent the Internal Audit Service at meetings with external partners (e.g. IIA, CIPFA, other local authorities, external audit) and build and sustain professional relationships.

14. Promote the Internal Audit Service within both councils and maintain good relations and the good reputation of the Service by ensuring audit work is undertaken with integrity, competence, objectivity and confidentiality.

15. Ensure that appropriate regulations, professional standards and guidelines (Global Internal Audit Standards in the UK Public Sector) are followed in the provision of Internal Audit Services

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.

2. To Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.

3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.

4. To understand and apply the council's Data Protection and Data Quality policy and procedures.

5. Any other duties commensurate with the nature of the post.

6. You will be required to support the Borough Councils' corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.

7. Lewes District and Eastbourne Borough Councils' are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding

Policy and Procedures provides a framework within the Council, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.
The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

8. To work within the Council's Management and Core Competencies Framework(s). Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision - Shaping the Future	• Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance &Results	• Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council
Self-Management	• Self-motivated and professional. • Is organised and uses time and technology efficiently. • Adopts a flexible approach to change
Delivering for our Customers	• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction
Working Together	• Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION FOR INTERNAL AUDITOR

QUALIFICATIONS

Essential	Desirable
• Minimum of 5 GCSEs (Grade C or above) or equivalent, including Maths and English	• Studying or part-qualified in AAT, CMIIA, or CISA (support for professional development available)

SKILLS & ABILITIES

Essential	Desirable
• Works collaboratively to achieve audit objectives and shares knowledge. • Demonstrates proactive decision-making and problem-solving without reliance on supervision. • Applies strong analytical and numerical skills to evaluate risks and controls. • Maintains accuracy and attention to detail in all work. • Communicates complex audit findings clearly and diplomatically, both verbally and in writing.	• Demonstrates commitment to continuous professional development.

KNOWLEDGE

Essential	Desirable
• Understands internal audit principles and purpose. • Demonstrates awareness of public sector operations, governance, and risk management. • Familiarity with key business systems and controls. • Willingness to learn and carry out work in accordance with the Global Internal Audit Standards in the UK Public Sector.	• Understands key strategic issues affecting local government or demonstrates willingness to learn.

EXPERIENCE

Essential	Desirable
• Manages workload effectively and delivers audits within agreed deadlines. • Proficient in Excel for data analysis and reporting; skilled in Word, Outlook, and Teams. • Experienced in working with financial or data systems.	• Previous internal audit experience or similar assurance role. • Experience in fraud investigation and data analysis.

PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
• Willingness to work within the councils' Management and Core competency frameworks • Displays a positive, professional approach.	

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils. The employer will be Eastbourne Borough Council.

Duration
This is a permanent contract, subject to a six-month probationary period.

Conditions of Service
The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band D.

Salary
The spinal column points (SCP) for the post are as follows:

SCP 15	£ 31,516
SCP 16	£ 32,036
SCP 17	£ 32,568
SCP 18	£ 33,111

Hours
The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Place of Work
This role is hybrid working. Your normal place of work will be a mix of office and working from home. You will be required to work from our offices in Eastbourne, Lewes or Newhaven, or such other places within the boundaries of Lewes District and Eastbourne Borough as may be reasonably required.

In particular, you will be required to;

- Budget for travel costs in accordance with the Travel Policy.
- Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.

Probationary Period
All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage
You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave
The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 26 days. This increases to 30 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday. An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period
The contract of employment applicable to this post will specify a minimum period of one calendar months increasing to two calendar months when paid from SCP 22, to be given by either side.

Pension
We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards. All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2026 are:

Pay Range	Contribution
Up to £18,400	5.50%
£18,401 to £29,000	5.80%
£29,001 to £47,300	6.50%
£47,301 to £59,800	6.80%
£59,801 to £84,000	8.50%
£84,001 to £119,100	9.90%
£119,101 to £140,400	10.50%

The pay ranges will be increased each year from 01 April in line with inflation. Based on the salary for this role, the contribution will be 6.5%.