

Job Description and Person Specification

Role: Principal Auditor



Job Description

Job Title	Principal Auditor
Grade	8
Service	Internal Audit
Reports to	Chief Internal Auditor
Location	One Friargate
Job Evaluation Code	P1612D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To assist the Chief Internal Auditor in the management of the Internal Audit Service in line with the Public Sector Internal Audit Standards, through the delivery of the Internal Audit Annual Plan and in providing a quality and customer focused service to its users aimed at ensuring that the Council has robust and effective systems in place to assist it in achieving its objectives.

Main Duties & Key Accountabilities

Core Knowledge

- Assist the Chief Internal Auditor to deliver the Annual Internal Audit Plan and ensure that the Service meets the requirements of the Public Sector Internal Audit Standards.
- To undertake complex audit assignments as determined by the Chief Internal Auditor, including investigations linked to allegations of fraud and corruption.
- To provide quality pieces of audit work that stands up to scrutiny and review by the Chief Internal Auditor and auditees.
- To deliver work in line with internal targets agreed around report dates and budget days allocation.
- Assist the Chief Internal Auditor to ensure the continuous improvement of the Internal Audit Service and delivery of the Quality Improvement Programme.
- To provide guidance, support, advice and training to other members of the Internal Audit Team in carrying out audits through supervision of reviews.
- To quality assure internal audit reviews and audit reports to ensure that audits are performed in accordance with professional standards and customers receive a value added service.
- To identify any performance issues arising from the quality assurance process as necessary and highlight these to the Chief Internal Auditor.

- Assist the Chief Internal Auditor to deliver the Council's Fraud and Corruption Strategy.
- To act as a source of advice and guidance to the Council in governance, controls and the effective management of risks.
- To take a proactive and positive approach and to develop effective working relationships with customers to ensure that Internal Audit meets the needs of its users and addresses any concerns raised by them.
- Representing Internal Audit at both internal and external meetings and working with management, other staff groups and external agencies when a joint approach is required to a project.
- Deputise for the Chief Internal Auditor when required.
- Keep informed of external professional information and developments and highlighting where these could lead to improvements.
- Assist in the recruitment process for other internal audit employees when required
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External None	Internal Directors, Heads of Service, managers, other members of the Internal Audit Team
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: None

Person specification

Job Evaluation Code	P1612D
Knowledge	
Strong understanding of the role of Internal Audit in the public sector, including good knowledge of the Public Sector Internal Audit Standards	
Knowledge of fraud risk management including fraud investigation practices	
Knowledge of local authority services and functions	
Good knowledge of key business systems and their purposes	
Good knowledge of risk management, control and governance principles and their application	
Skills and Abilities	
High level of written and oral skills in communication at all levels	
Organisational skills in planning and prioritising work	
High level of analytical and investigative skills	
Interpret complex, technical and financial information	
Negotiating and influencing skills	
Ability to supervise, train and develop staff and manage performance	
Creative in identifying solutions and innovate to develop new ideas or concepts	
Ability to think strategically	
Able to cope with pressure	
Able to deal with people at all levels	
Ability to work to deadlines and deliver targets	
Proactive and flexible approach	
Experience	
Five years' experience of Internal Audit practice preferably within a public sector environment	
Experience of undertaking quality assurance reviews of internal audit work	

Experience of supervising staff, tasks and achieving deadlines
Experience of undertaking fraud investigations
Knowledge and use of IT systems and packages
Qualifications
Certified or Chartered Internal Auditor with the IIA (or equivalent)
Special Requirements
None This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	May 2019	Date Reviewed	January 2024
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