



Coventry City Council

Job Description

Job Title:	Principal Auditor	Job Number:	P1612D
		Post Number:	1033880
Service:	Internal Auditor	Grade:	8
Location:	One Friargate		

Job Purpose:

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 and Responsibilities:

- Assist the Chief Internal Auditor to produce and deliver the Annual Internal Audit Plan and ensure that the Service meets the requirements of the Public Sector Internal Audit Standards.
- Assist the Chief Internal Auditor to ensure the continuous improvement of the Internal Audit Service and delivery of the Quality Improvement Programme.
- Assist the Chief Internal Auditor to deliver the Council's Fraud and Corruption Strategy, including implementation of the Counter Fraud Framework and performance management of corporate fraud work.
- To provide guidance, support, advice and training to other members of the Internal Audit Team in carrying out audits through supervision of reviews.
- To oversee the Internal Audit Team's process for following up audit recommendations to ensure that areas for improvement are implemented on a timely basis.
- 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.
- 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.
- To act as a source of advice and guidance to the Council in governance, controls and the effective management or 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for: N/a

Responsible to: Chief Internal Auditor

Date Reviewed: May 2020

Updated: May 2020



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Person Specification

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Service:	Internal Audit	Grade:	8
Location:	One Friargate		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Strong understanding of the role of Internal Audit in the public sector, including good knowledge of the Public Sector Internal Audit Standards.
	<ul style="list-style-type: none">• Knowledge of local authority services and functions
	<ul style="list-style-type: none">• Good knowledge of key business systems and their purposes
	<ul style="list-style-type: none">• Good knowledge of risk management, control and governance principles and their application
	<ul style="list-style-type: none">• Knowledge of fraud risk management including fraud investigation practices

Skills and Abilities:	<ul style="list-style-type: none">• High level of written and oral skills in communication at all levels
	<ul style="list-style-type: none">• Organisational skills in planning and prioritising work
	<ul style="list-style-type: none">• High level of analytical and investigative skills
	<ul style="list-style-type: none">• Interpret complex, technical and financial information
	<ul style="list-style-type: none">• Negotiating and influencing skills
	<ul style="list-style-type: none">• Ability to supervise, train and develop staff and manage performance
	<ul style="list-style-type: none">• Creative in identifying solutions and innovate to develop new ideas or concepts
	<ul style="list-style-type: none">• Ability to think strategically
	<ul style="list-style-type: none">• Able to cope with pressure
	<ul style="list-style-type: none">• Able to deal with people at all levels
	<ul style="list-style-type: none">• Ability to work to deadlines and deliver targets
	<ul style="list-style-type: none">• Proactive and flexible approach

Experience:	<ul style="list-style-type: none">• Proven experience of Internal Audit practice preferably within a public sector environment
	<ul style="list-style-type: none">• Experience of undertaking quality assurance reviews of internal audit work
	<ul style="list-style-type: none">• Experience of supervising staff, tasks and achieving deadlines
	<ul style="list-style-type: none">• Experience of undertaking fraud investigations
	<ul style="list-style-type: none">• Knowledge and use of IT systems and packages



Coventry City Council

Educational:	<ul style="list-style-type: none">• Certified or Chartered Internal Auditor with the IIA
Special Requirements:	None

Date Reviewed: May 2020

Updated: May 2020