Job Title:	Senior Auditor	**Job Number:**	
		Post Number:	1005443
Service:	Internal Auditor	**Grade:**	7
Location:	One Friargate		

Job Purpose:

To be a key contributor in the delivery of the Internal Audit Annual Operational 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:

- To undertake more complex audit assignments as determined by the Council through its Corporate Risk Register / Corporate Plan and / or via discussions with senior managers, in accordance with the Public Sector Internal Audit Standards.
- With minimum supervision, to provide quality pieces of audit work that stand up to scrutiny by Auditees.
- To deliver audit reviews in line with internal targets agreed around report dates and budget days allocation.
- To provide support, advice and training to Auditors in carrying out audits through supervision of reviews.
- To quality assure all aspects of work undertaken when supervising Auditors to ensure the division's customers receive a value added service / product from Internal Audit.
- To act as a source of advice and guidance to the management of the Council in addressing operational concerns.
- To develop a detailed knowledge of an audit field (e.g. fraud, IT audit, Capital Audit, Risk Management, Value for Money Audit) to ensure that the Council's Internal Audit Division maintains a detailed understanding of these key audit areas.
- To provide a value added and innovative customer focused Internal Audit Service to the Council.
- Represent Internal Audit at internal meetings and work with Council management, other staff groups and external agencies when a joint approach is required to a project.
- Keep informed of external professional information and developments that may lead to improvements in the Council's systems.
- 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 2019

Updated: May 2019

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Area	Description

Knowledge:	• Good knowledge of the role of Internal Audit, including application of the Public Sector Internal Audit Standards.
	• Knowledge of local authority services and functions
	• Good knowledge of key business systems, controls and their purposes
	• Knowledge of equal opportunities and it's application to the job.

Skills and Abilities:	• High level of written and oral communication skills
	• Organisational skills in planning and prioritising own work
	• Analytical and investigative skills
	• Negotiating and influencing skills
	• Creative in identifying solutions
	• Able to cope with pressure
	• Able to deal with people and create positive customer relationships
	• Ability to work to deadlines and deliver targets
	• Able to demonstrate the ability to adhere to and promote the Council's Equal Opportunities Policy
	• Ability to supervise, train and develop assigned staff

Experience:	• Appropriate experience of audit / accountancy / risk management
	• Experience of critically risk assessing systems and practices
	• Knowledge and use of IT systems and packages

Educational:	Part Qualified in one of the following:
	• Consultative Committee of Accountancy Bodies (CCAB)
	• Institute of Internal Auditors (IIA); or
	• Risk Management Qualification

Special Requirements:	None

Date Reviewed: May 2019

Updated: May 2019