

Role Profile

Job Title:	Audit Executive
Location:	Colindale
Department:	Internal Audit
Directorate:	Assurance & Public Protection
Grade:	J
Type of Working:	Hybrid
Reports to:	Audit Manager

1. Job Purpose:

The primary role of the audit executive will be to become a leading point of audit advice and assurance, this includes:

- Provide flexible and responsive audits to a range of services
- Proactively seek ways of improving the audit approach and associated working practices
- Actively participate in service developments or projects
- Take responsibility for the timely and accurate completion of audits
- Ensuring work undertaken reviews the value for money aspects of the area under review, as appropriate

2. Key accountabilities:

1. To plan individual audit assignments in accordance with the Annual Audit Plan, with due regard to client availability.
2. To undertake a mixture of audit assignments unsupervised, including compliance reviews and systems-based reviews of Council management systems.
3. To take ownership of and conduct follow up reviews in accordance with the Internal Audit follow up procedure.
4. To ensure that assignments are conducted with a risk-based approach, in accordance with the professional standards that are defined by Global Internal Audit Standards and the Audit Manual.

5. To pro-actively maintain up to date accounting knowledge and audit expertise in order to provide help, support and guidance to services, supporting compliance with statutory and non-statutory obligations, legislation, regulations and current business processes and procedures.
6. To comply with the Continuing Professional Development requirements of the appropriate accounting institute.
7. To complete assignments within allocated budget and report to the Head of Internal Audit where potential variations may arise.
8. To manage own time with regard to assignment allocations and other work/training obligations.
9. To identify and report to Management any system weaknesses or other financial issues that require other audit work and attention or should be included in the Annual Audit Plan.
10. To participate actively as a member of the Assurance & Public Protection Directorate to assist in the continual improvement of service standards, customer satisfaction and performance management.
11. To support any junior auditors and assist with their development.
12. To provide technical and professional advice on audit issues to staff throughout the Council.
13. To represent the Assurance & Public Protection Directorate at internal working groups on a full range of technical and professional issues as appropriate.
14. While working within well-defined processes and procedures, to contribute to the development of practical and innovative solutions to a range of financial, legislative, logistical and operational problems.
15. To participate in the construction of and delivery of training for key stakeholders, including Council staff, members and schools.
16. As appropriate participate in the development of work programmes to meet changes in circumstances and legislation.
17. To undertake internal audit related projects and investigations at the request of the Head of Internal Audit.
18. To maintain links with the Corporate Anti-Fraud Team (CAFT).
19. Any other duties reasonably requested by management.
20. Carry out all accountabilities in compliance with the Council's Policies and Procedures
21. Team Leadership and Management: Function as part of a team and work towards achieving personal objectives in line with the Internal Audit Plan/Strategy.
22. Performance and Customer Focus: Achievement of high-quality service to clients achieved through satisfaction surveys for each audit undertaken.

23. **Information Security:** In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.
24. **Safeguarding of Children and Vulnerable Adults through safer employment practice:** The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent. This postholder will be required to undertake a **DBS check** if successful in the application.

3. **Financial Responsibilities:**

Set workplans based on the allocated time budget for a specific audit assignment, be prepared to discuss and justify any overruns with the Head of Internal Audit.

4. **Health and Safety Responsibilities:**

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. **Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. **The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Job Title	Audit Executive
Location:	Colindale
Department:	Internal Audit
Directorate:	Assurance & Public Protection
Grade:	J
Type of Working	Hybrid
Reports to:	Audit Manager

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Has a relevant qualification, for example, CIPFA (or other CCAB recognised qualification), AAT or IIA	Essential	Application
Education: Degree or equivalent	Essential	Application
Experience & Knowledge		
Sound knowledge of auditing principles and standards	Essential	Application
At least 5 years' experience of working in an internal audit team within a public sector organisation undertaking internal audits from start (scoping) to finish (issue of final report)	Essential	Application
A good knowledge of risk based internal auditing and how to apply this in practice	Essential	Application
Knowledge of Local Government finance framework, including S151, other statutory requirements and codes of practice	Essential	Application
High level of understanding of services provided by a large local authority in the UK	Essential	Application
Audit knowledge and understanding of the contract and procurement issues facing the Council and the assurance response to these matters	Essential	Application
Able to fully utilise standard Microsoft Office products	Essential	Application

An understanding of computer-based auditing software and techniques	Desirable	Application
Skill & Ability		
Time Management: Ability to manage own workload and to meet deadlines, dealing with changing priorities	Essential	Interview
Problem solving: Analytical approach to problem solving and ability to identify practical solutions.	Essential	Interview
Respecting others: Ability to maintain discretion and confidentiality.	Essential	Interview
Teamwork: Communicate and influence, working effectively within the team and as part of working groups and projects. Ability to work unsupervised and has logical thought processes and ability to analyse complex information streams. Ability to work with others to arrive at an appropriate conclusion/judgement.	Essential	Interview
Change Management: Able to make sound and timely decisions based on an analysis of the relevant information and deliver innovative solutions to problems. Understand the processes of change and how to engage staff in these processes.	Essential	Interview
Political awareness: Ability to work effectively and establish positive relationships with colleagues in a way that establishes confidence, credibility and trust.	Essential	Interview
Influencing/Negotiation: Strong interpersonal skills and ability to challenge, support, influence and engage colleagues and peers. Liaise with internal audit clients to develop and a programme of work tailored to individual assurance needs.	Essential	Interview
Leadership: Able to make independent decisions and judgements. Assist with the promotion of the internal audit and risk management objectives and live the values of the Council.	Essential	Interview

<p>Management and Performance: Ability to implement service improvements</p> <p>Able to demonstrate an understanding of how the organisation works, both formally and informally</p> <p>Collate, analyse, summarise and present information to different stakeholders through-out the Council</p> <p>Research and prepare briefings for distribution.</p>	Essential	Interview
<p>Communication skills: Able to communicate effectively with colleagues and customers at all levels</p>	Essential	Interview
<p>IT Skills: Able to fully utilise standard Microsoft Office products</p>	Essential	Interview
<p>Working in partnership: Cross-Barnet Working</p> <p>Identifies opportunities for co-operation and interdependency across groups</p> <p>Actively contributes to the creation of an open and interdependent culture</p>	Essential	Interview
<p>Working in partnership: External partnership working</p> <p>Fully understands national and local influences on the organisation and their implications for the future delivery of services</p>	Essential	Interview
<p>Working in partnership: Service provider</p> <p>Join up with IA supplier to work towards common goals</p> <p>Bring together aspects of best practice to share and develop arrangements through-out the Council</p>	Essential	Interview
Values & Behaviours		
Caring		
<p>Integrity - I work with candidates and colleagues in a way that builds trust.</p>	Essential	Interview
Learning to Improve		
<p>Insight - I regularly rely on evidence and professional standards to support my work and decision making.</p>	Essential	Interview

Agile -I am fully empowered to act within the scope of my role	Essential	Interview
Inclusive		
Champion Diversity - I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Interview
Collaborative		
One Team - I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Interview
Accountable - I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview
Outcomes Focused - I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Interview