

Job Description

Job title	Internal Auditor
Directorate	BUSINESS : Business Support
Division	Finance & Business Improvement
Range	MPR 5
Reports to	Internal Audit Manager

Main purpose of the job:

To plan and undertake high quality internal audit assurance audits relating to the adequacy and effectiveness of governance, risk management, and internal control processes at both Medway Council and Gravesham Borough Council, acting as an objective source of independent advice on those matters, and providing support and professional advice to senior managers on practical, efficient, and cost-effective ways to make improvements to the councils' governance, risk management and control processes, in order to add value and help the councils to achieve their objectives.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Plan and undertake high quality assurance audits of varying nature and complexity, including in highly complex/confidential areas of business, as outlined in the agreed internal audit plans for each authority, or at the direction of the Internal Audit Manager or Head of Internal Audit & Counter Fraud.

Complete assurance audits within agreed timescales and in line with the Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF), the associated UK public sector / local government requirements, and team working practices.

Provide responsive assurance services, including validation of financial grant claims across a variety of services.

Provide consultancy services, working with senior management to improve the organisations' governance, risk management and control processes as required, including in relation to the introduction of new systems and processes.

Champion and provide general advice and support to the organisations on governance, risk management and control matters, including representing the team at meetings with internal departments of both Medway Council and Gravesham Borough Council.

Maintain productive working relationships with audit clients through the audit process.

Maintain a working knowledge of the Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF) and the associated UK public sector / local government requirements.

Maintain an awareness of both councils' objectives, operations, policies, and procedures, in particular those relating to finance, performance management, risk management, governance and

control, and interpreting these to ensure the outputs of the internal audit team add value and contribute to the achievement of both councils' objectives.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Internal Audit Manager

The post-holder will work with management at all levels across both Medway Council and Gravesham Borough Council, including schools, to conduct internal audit reviews.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

The role operates a hybrid working pattern with a minimum of two days per week office based, with duties to be carried out at the offices of both Medway Council (Gun Wharf, Chatham) and Gravesham Borough Council (Civic Centre, Gravesend), and require visits to other council locations (including schools) across both local authorities.

Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

Hold Internal Audit Practitioner certification (or equivalent),

OR

Passed Certified Internal Auditor (CIA) – Part 1 exam.

OR

Minimum five years practical experience within internal audit.

Level B (in addition)

Minimum 20 hours demonstrable annual internal audit related Continuous Professional Education (CPE) with accompanying reflection log.

Level C (in addition)

Hold Certified Internal Auditor (CIA) designation (or equivalent). |

Knowledge

Level A

Well-developed knowledge and understanding of the internal audit process and related professional standards.

Well-developed knowledge and understanding of data protection and confidentiality requirements.

Well-developed awareness of local government operations and good awareness of the wider public sector.

Level B (in addition)

Detailed knowledge and understanding of the internal audit process and related professional standards.

Detailed knowledge and understanding of data protection and confidentiality requirements.

Detailed awareness of local government operations and well-developed awareness of the wider public sector.

Level C (in addition)

Specialist knowledge and understanding of the internal audit process and related professional standards. |

Experience

Level A -

Recent working experience within a modern internal audit function.

Experience of working to the Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF) and the associated UK public sector / local government requirements and ensuring audits are compliant with these.

Experience of undertaking end to end audit reviews with minimal supervision, or with support in sensitive / confidential / complex areas of business, including preparing high-quality written reports and suggesting / agreeing actions with senior managers.

Experience of obtaining, analysing, and interpreting large quantities of potentially sensitive / confidential / complex information from a variety of sources, as well as undertaking analysis and testing of data sets, including manual and computer-based records.

Experience of using Microsoft Office and/or other relevant IT applications.

Experience of working with initiative, and as part of a team.

Experience of working effectively with colleagues at all levels, across a range of services.

Experience of managing own workload, prioritising work to meet non-negotiable deadlines.

Experience of dealing with confrontation or disagreement in a polite, professional, and courteous manner.

Experience of providing general information and advice on governance, risk management and control matters.

Experience of interpreting, understanding, complying with, and providing general advice on legislation, policy, procedures, and contracts / service level agreements.

Experience of providing general information, advice and guidance on internal policies and procedures, relating to people, employees, financial resources, and physical resources, specifically in relation to internal control matters.

Level B (in addition)

Experience of undertaking end to end audit reviews independently, or with minimal supervision in sensitive / confidential / complex areas of business, including preparing high-quality written reports and suggesting / agreeing actions with senior managers.

Experience of obtaining, analysing, and interpreting large quantities of sensitive / confidential / complex information from a variety of sources, as well as undertaking analysis and testing of data sets, including manual and computer-based records.

Experience of managing own workload, prioritising work to meet multiple non-negotiable deadlines.

Level C (in addition)

Experience of undertaking end to end audit reviews independently (including in sensitive / confidential / complex areas of business), or with minimal supervision, in highly sensitive / confidential / complex areas of business, including preparing high-quality written reports and suggesting / agreeing actions with senior managers.

Experience of obtaining, analysing, and interpreting large quantities of highly sensitive / confidential / complex information from a variety of sources, as well as undertaking analysis and testing of data sets, including manual and computer-based records.

Experience of managing own workload, prioritising work to meet multiple non-negotiable, and potentially short deadlines. |

Skills

Level A -

Ability to maintain confidentiality.

Proficient in the use of Microsoft Office and other relevant IT applications.

Ability to maintain accurate records.

Ability to perform tasks professionally and with innovation; being adaptable, committed, and motivated in approach.

Ability to work flexibly to changing needs, prioritising work to meet non-negotiable deadlines, while maintaining high standards of quality.

Ability to obtain, analyse and interpret large volumes of potentially sensitive / confidential / complex data & information, obtained from a range of different sources in order to test the operational effectiveness of controls and draw intelligent and reasonable conclusions.

Ability to use well developed interpersonal and communication skills, both oral and written, and be able to tailor information in order to communicate with a range of customers and colleagues.

Ability to use well developed listening skills, being able to extract and interpret relevant and important details.

Ability to produce well written reports for senior management, sections of which may also be included in Audit Committee reports, detailing assurance, and control matters, including actions to be taken to mitigate any weaknesses identified, including in various potentially sensitive / confidential / complex areas of business.

Ability to use well developed negotiation and persuasion skills to influence senior management to agree management actions.

Ability to work effectively with colleagues at all levels, across a range of council services treating all with dignity and respect.

Ability to deal effectively with confrontation or disagreement, including capability to identify and diffuse difficult situations e.g., disagreements with senior management on audit findings and the need to take action, including being able to provide further explanation as required.

Ability to explain straightforward tasks to others, where required.

Ability to provide general information, advice and guidance on internal policies and procedures relating to people, employees, financial resources, and physical resources, specifically in relation to internal control matters.

Level B (in addition)

Ability to work flexibly to changing needs, prioritising work to meet multiple non-negotiable deadlines, while maintaining high standards of quality

Ability to obtain, analyse and interpret large volumes of sensitive / confidential / complex data & information, obtained from a range of different sources in order to test the operational effectiveness of controls and draw intelligent and reasonable conclusions.

Ability to produce well written reports for senior management, sections of which may also be included in Audit Committee reports, detailing assurance, and control matters, including actions to be taken to mitigate any weaknesses identified, in various sensitive / confidential / complex areas of business.



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Level C (in addition)

Ability to work flexibly to changing needs, prioritising work to meet multiple non-negotiable and potentially short deadlines, while maintaining high standards of quality

Ability to obtain, analyse and interpret large volumes of potentially highly sensitive / confidential / complex data & information, obtained from a range of different sources in order to test the operational effectiveness of controls and draw intelligent and reasonable conclusions.

Ability to use highly developed interpersonal and communication skills, both oral and written, and be able to tailor information in order to communicate with a range of customers and colleagues.

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Ability to produce well written reports for senior management, sections of which may also be included in Audit Committee reports, detailing assurance, and control matters, including actions to be taken to mitigate any weaknesses identified, in various potentially highly sensitive / confidential / complex areas of business.

Ability to use highly developed negotiation and persuasion skills to influence senior management to agree management actions.



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