

JOB DESCRIPTION - CORPORATE SERVICES

IDENTIFICATION

Post Title:	Internal Auditor	Post Ref:	
Section:	Internal Audit Service	Grade:	5-10
Responsible to:	Senior Internal Auditor		
Responsible for:			

JOB PURPOSE

To assist in the management and delivery of, and make a positive contribution to, the Council's Internal Audit Service, which is a statutory function and a fundamental element of the Council's governance and assurance framework. Guided by the philosophy of adding value, the Service aims to bring a systematic and disciplined approach to evaluating and improving the effectiveness of the organisation's risk management, internal control and governance processes through the provision of an independent, objective assurance and consulting activity.

PRINCIPAL WORKING CONTACTS

Staff within the Internal Audit Service including
Chief Internal Auditor
Acting Senior Manager - Internal Audit / Principal Internal Auditor
Corporate Fraud Team
Risk Management and Insurance Team
Staff across all Council Services, Dundee Health and Social Care Partnership and Leisure and Culture Dundee.

MAIN DUTIES

In your role as Internal Auditor, you will work under the supervision of the Senior Internal Auditor and the leadership of the Chief Internal Auditor to support the delivery of an efficient and effective Internal Audit Service as follows:-

Conform and comply with the mandatory Global Internal Audit Standards (GIAS), and the Council's Internal Audit Charter, which encompass the principles fundamental to the professional practice of internal auditing within the public sector, including integrity, objectivity, confidentiality and competence.

Assist in scoping planned assignments, including identifying background information and conducting a risk based planned approach using any relevant previous experience of the area under review.

Deliver allocated audit assignments and tasks in compliance with the GIAS and agreed working practices and procedures.

Monitor the progress of each audit against the days allocated and suggest proposals for corrective action, where necessary, to be agreed with the Senior Internal Auditor or Chief Internal Auditor.

Conduct audit reviews using appropriate techniques, including a risk basis, and retain documentary evidence in structured electronic working paper files of client interviews/discussions, systems recorded, controls evaluated and tests carried out.

Prepare a draft internal audit report for each audit assignment undertaken giving a formal opinion on the area reviewed and including a written record of key issues arising and associated recommendations to improve internal controls and/or performance. Hold a close out meeting with management to discuss the key issues arising.

In conjunction with the Senior Internal Auditor, discuss the contents of the draft audit report with management to ensure as far as practicable the factual accuracy of the report and agreement of the recommendations made.

Assist in the review of audit recommendations which have not been completed, obtain updates and discuss progress with management as part of formal follow ups and progress reviews.

Assist in the audit, review, verification and confirmation of expenditure in grant claims submitted by the Council and its partners, where appropriate.

Provide advice to services, where appropriate, on internal audit matters, including internal controls and risks for new systems and processes in line with best practice.

Liaise with the Risk Management Team in relation to reviewing risks within the Strategic Risk Register and Service Risk Registers as they relate to audit reviews.

Carry out any such other duties as may be reasonably allocated by the Senior Internal Auditor, Principal Internal Auditor or the Chief Internal Auditor.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Internal Auditor

DIVISION/SERVICE Corporate Services

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	3 Highers or equivalent including English and a Maths related subject e.g. Maths, Computing Science, Accounting And Willing to undertake professional exam studies	CCAB Qualification Certified or Chartered IIA Part-qualified CCAB or studying towards a qualification in AAT or IIA	Application Form Certificates Professional studies membership status
RELEVANT WORK/OTHER EXPERIENCE	Experience of research, review and presenting findings Working knowledge of Microsoft Office - including Office 365, Teams, Excel, Word	Experience of relevant review work Knowledge of financial systems Knowledge and experience of working in the Public Sector Knowledge/experience of Internal Audit practices, including Public Sector Internal Audit Standards	Application Form Interviews References
PARTICULAR SKILLS/ABILITIES	Good oral communication Good written communication and report writing Good analytical skill Ability to inquire for and analyse information received Good organisational skills, with the ability to achieve targets and work to deadlines within set budgets Ability to work both individually and as a member of a team	Plan, manage and prioritise workloads Ability to negotiate and discuss different points of view Basic knowledge of risk management	Application Form Interviews References
PERSONAL QUALITIES	Ability to maintain confidentiality Good Interpersonal skills		Application Form Interviews References

ANY ADDITIONAL JOB RELATED REQUIREMENTS	Satisfactory Standard Disclosure Scotland Check		Application Form Interviews References
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