Job Outline

Post:	Auditor
Location:	HQ, Inverness – hybrid working available
Hours:	35 per week
Duration:	Permanent
Cluster:	Corporate
Grade:	HC09
Contact Name:	Jason Thurlbeck
Contact email:	Jason.Thurlbeck@highland.gov.uk

Job Purpose

To support the delivery of the Internal Audit Annual Plan through completing a range of internal audit assignments.

To identify any areas where added value can be provided through improvements to processes through increased compliance and/ or efficiency.

Job Description – Key Duties and Responsibilities

1. Ensure that all allocated audit assignments are undertaken in accordance with the Global Internal Audit Standards (GIAS). The audit approach will involve:
    - Considering the system or activity under review including establishing, documenting and evaluating the system objectives, risks and controls.
    - Preparing the audit terms of reference and agreeing these with the Service.
    - Planning the audit assignment to ensure that this is delivered within the allocated budget and for the allocated Audit Committee/ Board meeting date.
    - Designing interview questions and interviewing client staff to obtain any necessary information regarding the system or activity under review.
    - Designing, performing and recording audit tests to ensure the reliability of the system or activity under review using interrogation software where appropriate.

- Identifying and documenting all relevant findings identified during the course of the assignment and recommending areas for improvement, including those relating to improved system controls, reduction of redundant controls, added value and/ or continuous improvement.
- Discussing audit findings and recommendations with the client officer.
- Preparing and issuing the draft and final audit reports to service management.
- Negotiating and agreeing changes as necessary throughout the audit process.
- Add value through the internal audit process by identifying opportunities for process improvement and achievement of Best Value.

2. Audits will be completed using template working papers designed to conform with the GIAS requirements and should be undertaken in accordance with the relevant instructions set out in the Internal Audit Manual.
3. Provision of advice and guidance on internal control, governance and risk issues where required including being part of working groups where necessary.
4. To participate as a member of the Corporate Audit Team, assisting in the continuous improvement of service standards, customer satisfaction and performance management.

Other Duties

The postholder may be required to undertake any other duties appropriate to the level of the post.

Duties and responsibilities will vary from time to time.



Person Specification

Essential Attributes

1. Possession of a relevant professional audit/ accounting qualification (CCAB or CMIIA) and continuing professional development.
2. Experience in an internal audit role.
3. Detailed knowledge and understanding of current auditing principles, practices and the Global Internal Audit Standards.
4. Knowledge of local government, including current issues, challenges and risks.
5. Ability to manage own workload and time effectively to ensure that deadlines are met. Being proactive in approach to ensure that allocated work is efficiently progressed.
6. Ability to deliver an audit from start (scoping of assignment) to finish (final report) working independently or as part of a team.
7. Excellent negotiation and communication skills, both verbally and within written reports.
8. Highly motivated and enthusiastic with a positive attitude and excellent inter-personal skills.
9. Accuracy and attention to detail, including effective analytical skills and ability to identify practical and efficient solutions.
10. Ability to work in a changing environment and to adapt to change.
11. Discreet and professional manner.
12. Good IT skills including knowledge and experience of Office 365.
13. Willingness to travel throughout the Council's area and, on occasions, stay away overnight.

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.