

Job Description

Service:	Law and Governance		
Team:	Internal Audit		
Location:	County Hall, Preston, with a requirement to visit and work from any county council or external client location within Lancashire.		
Salary range:	£35,235 - £39,513	Grade:	8
Reports to:	Audit Manager	Staff responsible for:	0

Job purpose and scope

The core professional objectives of Lancashire County Council's Internal Audit Service are to:

- Deliver comprehensive assurance over the county council's internal control environment, risk management, and governance framework.
- Support high standards of governance by evaluating and improving risk management, control, and governance processes.
- Act in accordance with Global Internal Audit Standards (GIAS) and promote best practices across the council.
- Identify areas for enhancement and provide actionable recommendations.
- Align audit activities with the council's strategic objectives.
- Provide clear, objective, and reliable audit reports and insights

Accountabilities/Responsibilities

- Support the development of the Internal Audit Service and its professional objectives.
- Take responsibility for the audit of a portfolio of relatively small and less complex audit engagements within the county council and its external clients and will:
- Contribute to the development of the annual risk-based audit plans for the county council and its external clients to provide the assurance required over their governance, risk management and control.
- Demonstrate high standards of behaviour, performance quality, credibility and integrity in all their work.
- Undertake continuing professional development and maintain the currency of their knowledge and skills.

Promoting the Internal Audit Service:

- Act as an advocate for the internal audit service and profession, highlighting its value and importance within the council and beyond. Presents a positive image, has a positive outlook to audit work and the profession.

Expected competencies and behaviours applicable to the Senior Auditor

The competencies any auditor is expected to demonstrate are set out in the context of the Internal Audit Service Competency Framework and the service's professional objectives of:

Operating a best practice approach: applying technical skills intelligently

- With the support of an audit manager or senior auditor,
 - develop the audit engagement scope and methodology by identifying the key risks and related controls for the areas under review.
 - Determine the audit approach that will gather the necessary evidence to form a sound opinion.
 - Design and develop the most effective audit techniques, including sampling, and obtain the required information to conduct appropriate analysis.
 - Considering the implications for the service's audit methodology of issues encountered during the course of work and proactively contributing to its development is crucial.
 - Producing clear, concise, cross-referenced working papers and files that meet the Internal Audit Service's information governance requirements and ensuring that each step on the audit quality checklist is properly completed in a timely manner.

Operating a best practice approach: managing our engagements to add value

- Acquiring and maintaining a detailed and current level knowledge in clients' service or business areas is essential.
- Proactively applying client and broader service knowledge and reasoning to identify issues and potential solutions, and persuading decision-makers to take necessary actions, is crucial.
- Generating and recognising imaginative new solutions to auditees' internal control, risk, and governance issues.

Managing our clients well: understanding our clients' expectations and planning to exceed them

- Engaging with stakeholders at all levels to understand their needs and expectations, and providing regular updates on audit activities and findings, fosters trust and collaboration.
- Anticipating and identifying auditees' issues and concerns is crucial.
- With the support of an audit manager or senior auditor, make practical recommendations for action that reflect a full understanding of the auditees' circumstances, taking into account all our work with them and other areas of the council.

Managing our clients well: communicating positively with auditees, with no surprises

- Presenting a positive image by maintaining a positive outlook towards audit work and the profession is essential. Demonstrating a high level of professionalism in all interactions and communications and communicating effectively with stakeholders both in writing and verbally using clear and concise language.

Working as a strong team

- Proactively sharing information with the rest of the Internal Audit Service team to support the team's work is essential.
- Giving and responding to feedback effectively.
- Monitoring time spent on the engagement and the progress of the work to completion, and adjusting the work plan where necessary with the support and approval of an audit manager or senior auditor.
- ***Implementing effective quality assurance: evaluating our performance to improve our service as individuals and as a team***
- Honestly assessing one's own performance by accurately defining strengths and areas for improvement and proactively seeking ongoing coaching and feedback while responding effectively, is essential.
- Providing constructive upward feedback is crucial. Attending and actively participating in

local and national audit forums and events, sharing insights and best practices with peers and industry professionals, and building and maintaining a network of professional contacts to stay informed about industry developments and trends are also vital components of the role.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Have attained a minimum of A level or equivalent.
- Chartered Institute of Internal Auditors' Certificate in Internal Audit and Business Risk Qualification or equivalent.*

Experience

- Experience of working with public sector organisations either as an employee or external service provider.*
- Experience of providing internal audit services including:*
 - Support to the audit planning and scoping processes.
 - Undertaking a programme of audit work.
 - Reporting (written and verbal, including feedback to auditees and audit sponsors).

Essential knowledge, skills & abilities

- Demonstrate and set high standards of behaviour, performance quality, credibility, honesty and integrity.
- Good project management skills.
- Able, with support, to identify the risks and related control objectives applicable to any assigned area of a client's business.
- Good technical understanding and demonstrable application of modern internal audit methodologies, techniques and current developments in theory and practice.
- Striving for professional quality.
- Able to work effectively as part of a team.
- High level of attention to detail, with excellent analytical skills and the ability to identify and solve problems.
- Excellent written and verbal communication skills.
- Effective ICT skills, in particular Microsoft Office products.
- Is aware of the requirements of the GIAS and related guidance issued by the Institute of Internal Auditors and CIPFA, as well as the wider expectations of the profession.
- Is aware of with modern audit methodologies and techniques, allowing for their effective application to work and adapting audit approaches and methodologies to meet the specific needs of clients.
- Able to work effectively under pressure, managing multiple audit engagements and deadlines while maintaining a positive and proactive attitude in challenging situations
- Able to build and maintain professional relationships with stakeholders, including senior managers, Directors, and external clients, with guidance.

- Able to Build and maintain a network of professional contacts to stay informed about industry developments and trends.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post*
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive