

ROLE PROFILE

Job Title:	Internal Auditor	Job Code:	CS/F4
Department:	Audit	Version:	1.2
Reports To:	Principal Internal Auditor	Date Created:	August 2019
		Grade:	H

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

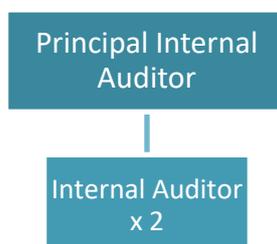
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Providing an independent, objective and systematic approach to evaluate and improve the effectiveness of risk management, control and governance processes to support the achievement of West Yorkshire Combined Authority's objectives.



Job Overview:

- To deliver a full internal audit service covering all the Combined Authority's functions and activities in accordance with Public Sector Internal Audit Standards (PSIAS).
- Undertaking individual and/or team audit assignments whilst evaluating the effectiveness of internal control, risk management and corporate governance.

- © Take a pro-active approach to participating and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

Technical Duties:

- Responsible for the formulation of risk-based audit testing programmes and testing strategies, reviewing and assessing systems and procedures in terms of risk, reviewing compliance, ensuring the organisation is adhering to legal requirements, business rules, codes of practice, business ethics, internal guidelines and principles and research best practice.
- Apply data analysis software to interrogate systems and interpret the results of these activities.
- Complete audit and advisory reviews, evaluating the effectiveness of controls and recording results on testing schedules and templates (electronic audit working papers), managing a variety of stakeholders and their expectations.
- Prepare internal audit reports including audit recommendations, providing advice and guidance to managers and staff, delivering presentations and training as and when required.
- Undertake follow-up work and report on the implementation status of audit recommendations.
- Develop and continually update a detailed understanding of the Combined Authority's core functions and evaluate the impact of any new or changing legislation.
- Perform fraud investigations as and when required, in line with professional internal audit standards and guidance.
- Perform value for money and efficiency reviews, identifying ways in which the organisation can deliver better value for money and service.
- Undertake advisory/consultancy assignments as required
- Pro-actively monitor and evaluate risks and internal controls against changing business objectives. Research and assessing how well risk management processes are working.

- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
- © Ensuring compliance with the Combined Authority's health and safety policy.

Impact & Influence:

- Responsible for leading interviews with colleagues and business teams about working practices, engaging with a range of stakeholders including senior management to present the results of audit assignments and agreeing appropriate corrective actions through the development of implementation plans to address weaknesses in control, risk and corporate governance.
- Use professional knowledge and experience to provide advice on matters of internal control, corporate governance and risk management. Maintain and develop knowledge of business activities and associated systems - research best practice.
- Challenge current working practices and identify ways of improving risk controls.

- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated to GCSE or equivalent relevant education/ experience.
 - © Practical experience of successfully performing in a similar role.
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- CIA or AAT qualified and where membership of the professional body is held, for this to be maintained.
 - Experience of auditing computerised systems and understanding the principles of financial accounting, ICT risks, control and security.
 - Demonstrable understanding of the Chartered Institute of Internal Auditors code of ethics and integrity.
 - Ability to identify the risk of fraud occurring and counter measures to detect, prevent and identify.
 - Demonstrable understanding of the principles of performing efficiency reviews and conducting fraud investigations.
 - In depth understanding and experience of the principles of internal control, Corporate Governance & Risk Management.
 - Understanding of legislation which impacts on West Yorkshire Combined Authority's operations.

People:

- © Experience of effectively contributing to team objectives.
 - © Experience of successfully identifying appropriate communication channels to deliver information.
 - © Experience of effectively contributing to organisational vision.
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- Experience of working in partnership with stakeholders.
 - Ability to communicate with a diverse range of internal clients, demonstrating challenge, negotiation, influence and interpersonal skills.

Technical:

- © Strong negotiation skills.
 - © Strong communication skills.
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- Understanding of the application of Prince 2 project management principles.
 - Ability to manage own workload and to multi task, meet deadlines and work independently.
 - Ability to apply data extraction techniques and outputs.
 - Ability to analyse data and other statistical techniques.
 - Good IT skills including Microsoft Office Word, Excel and PowerPoint.

Impact & Influence:

- Ability to maintain effective working relationships with stakeholders, managing and resolving conflict.

OUR VALUE & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.