

ROLE PROFILE

Job Title:	Senior Internal Auditor	Job Code:	CS/A1
Department:	Audit	Version:	1.0
Reports To:	Principal Internal Auditor	Date Created:	October 2021
		Grade:	J

Is this a politically restricted Post?	Yes/ No	(*if yes, see our policy on what this means)
Is this a Vetted Post?	Yes/No	Level

ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

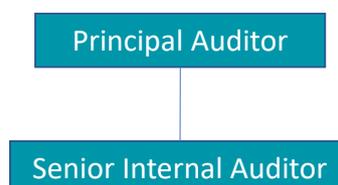
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

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:

- Provide a high quality internal audit service covering all the Combined Authority's functions and activities in accordance with Public Sector Internal Audit Standards (PSIAS) and the Combined Authority's own policies and procedures.
- Plan and undertake individual and/or team audit assignments whilst evaluating the effectiveness of internal control, risk management and corporate governance.
- Identify continuous improvements in internal control, governance, risk management and operational effectiveness and efficiency, liaising and dealing with officers and employees across the organisation.
- Provide a source of advice/consultancy and guidance on a wide range of internal control, corporate governance and risk management arrangements.

- © 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.
- © To provide a source of support and advice to the Internal Auditors and their development
- © 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:

- Work within a team environment and support team members to achieve delivery of the internal audit plan including working with staff across the organisation and externally.
 - Work closely with managers across the organisation to deliver audit assignments in compliance with public sector internal audit standards and advise them on control and risk issues.
 - Create a positive learning and working environment for all team members by sharing best practice.
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- © 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:

- Take responsibility 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.
- Make a key contribution to the development and implementation of relevant strategies, policies and procedures including technical specialist areas.
- Give appropriate Internal Audit advice on control, governance and risk issues and provide managers with advice to enable them to ensure internal control is strengthened across the organisation.
- Using knowledge and expertise, analyse complex information and produce and present in a meaningful way including a range of audit reports to internal and external stakeholders (e.g. senior leadership team, heads of service and managers (and Audit Committees as required), ensuring they are tailored to the appropriate audience.
- 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, and to carry out grant certification work.
- Pro-actively monitor and evaluate risks and internal controls against changing business objectives and research and assess 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.

Financial:

- Understand the value for money of the Combined Authority's activities and how these relate to the achievement of objectives
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- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Responsible for leading interviews with colleagues, business teams and managers 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.
 - Use judgement and technical expertise to recommend solutions to complex problems where the consequences may not be clear. Use innovative thinking, new and pragmatic approaches.
 - Robustly challenge current working practices and identify ways of improving risk controls.
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- © 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:

- © Holds a degree in a business field or has equivalent relevant experience in Internal Audit.
 - © Relevant professional qualification (CCAB qualified accountant or CMIIA)
 - © Practical experience of successfully performing in a similar role with current and continued membership of audit Professional Body (eg CIPFA, CIIA)
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- Experience of auditing computerised systems and understanding the principles of financial accounting, ICT risks, control and security.
 - Comprehensive knowledge and understanding of the Public Sector Internal Audit Standards, audit techniques, practices, procedures and statutory regulations and their application.
 - Knowledge and understanding of systems of internal control, risk management and governance processes across public sector services.
 - 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.

© Experience of prioritising, planning and organising workloads to manage expectations and deadlines.

- Ability to demonstrate versatility when working in partnership with stakeholders including senior management team and external auditors
- Experience of fostering strong and effective internal partnerships with the confidence to challenge staff and managers.
- Ability to share best practice with other team members.
- Demonstrate a working ethos that reflects the Combined Authority's equality, diversity and inclusion and associated values.

Technical:

© Understanding how Internal Audit can impact on organisational effectiveness.

© Ability to complete audit assignments in a timely manner

© Strong negotiation skills.

© Strong communication skills.

© Flexible approach to advice to ensure the best outcome is achieved.

- Strong team building skills with the ability to work as a strong team member to provide a seamless, customer focussed Internal Audit service.
- Good understanding of the application of Prince 2 project management principles.
- Ability to manage own workload and to multi task, meet deadlines and work independently.
- Strong ability to apply data extraction techniques and outputs and to analyse data and other statistical techniques.
- Good IT skills including Microsoft Office Word, Excel and PowerPoint.

Impact & Influence:

© Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.

© Comprehensive experience of leading, negotiating and influencing stakeholders.

© Experienced in forming and developing effective working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.

- Ability to influence changes where needed with the confidence to make positive impact on organisational processes.
- Experience of advising on control, risk and governance matters in a way that is appropriate to a range of stakeholders.
- Experience of producing KPI's, statistical information and comprehensive audit reports to a variety of stakeholders and presenting it in a compelling and easy to understand way.
- Demonstrable experience of analysing information and identifying persuasive proposals.
- Demonstrable ability to identify and confront issues early and take a pro-active and innovative approach to driving progress and problem resolution.

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.