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| **Job Description** |
| **Job Title:** | Internal Audit Officer |
| **Directorate/Team:** | Law and Governance  |
| **Location:** | 16 Summer Lane, Birmingham, B19 3SD |
| **Responsible to:** | Senior Internal Audit Officer  |
| **Responsible for:** | None |
| **Key working relationships:**(internal) | Heads of Service, Risk Manager, Internal Services providing 2nd line of defence activities.  |
| **Key working relationships:**(external) | Audit Providers.  |
| **Purpose of the Post**This role will support the Senior Auditors in the delivery of risk based internal audits within the WMCA and in the provision of independent assessment and assurance that the organisations risk management, governance and internal control processes are operating effectively. |
| **Accountabilities (Deliverables)**The post holder will plan, execute and complete internal audits within agreed timescales set by the Senior Auditors and Head of Audit, reporting their findings to business units and agreeing appropriate measures to address identified gaps in the control environment. |
| **Responsibilities (Duties)** **Strategic*** Assist in the provision of a range of professional and modern audit, risk, and assurance related services in collaboration with the Senior Auditor across the WMCA, in the delivery of a risk-based internal audit plan.
* Carry out the planning of audit reviews within agreed timescales, across all functions of the organisation to assess, interpret, and analyse information on the adequacy of the risk management, governance, and control frameworks in place.

**People** * Agree and report, both verbally and in a written professional format, a series of authoritative and effective recommendations to senior managers.
* Support the Head of Internal Audit and the Senior Auditors in the delivery of the Audit service and to participate in the ongoing development of the Internal Audit team.

**Operational*** Ensure that all work is carried out to a high professional standard in accordance with Public Sector Internal Audit Standards (PSIAS) and within the framework of the CIPFA Code of Practice for Internal Audit in Local Government.
* Support in the carrying out of investigations and enquiries into irregularities and suspected fraudulent activity, including the interviewing of, and taking confidential witness statements from relevant parties.

**Financial*** Possess good awareness of WMCA’s Constitution and be able to interpret organisational policies and regulatory requirements, and apply these to audit assignments.

**Other** * The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.
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| **Person Specification** (**How Evidenced** **Key: A** = Application, **I** =Interview, **T** = Testing/Assessment) |

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| **Requirements**Candidates/post holders will be expected to demonstrate the following:  | **Essential / Desirable** | **How Evidenced?** |
| **Experience** | **E** | **D** | **A** | **I** | **T** |
| Extensive audit experience within one or more of the following areas: local government, finance, adult education, technology, public transport, investment, and programme management.  |  | X | X |  |  |
| Experience of delivering audit and other assurance services to public sector entities.  | X |  | X |  |  |
| An understanding of key aspects of audit work and theory.  | X |  | X |  |  |
| Experience in carrying out investigations and enquiries into irregularities and suspected fraudulent activity, including interviewing, and taking confidential witness statements from relevant parties.  |  | X |  | X |  |
| Good working knowledge of the Public Sector Internal Audit Standards (PSIAS) and the CIPFA Code of Practice for Internal Audit in Local Government.  | X |  |  | X |  |
| Experience of managing difficult discussions with auditees in the delivery and reporting of audit outcomes.  |  | X |  | X |  |
| Experience of presenting reports to senior managers.  |  | X |  | X |  |
| Experience of managing confidential investigations within tight timescales.  | X |  |  | X |  |
| **Skills / Knowledge** | **E** | **D** | **A** | **I** | **T** |
| Working knowledge of the CIPFA Code of Practice for Internal Audit in Local Government and the Public Sector Internal Audit Standards.  | X |  | X |  |  |
| Ability to liaise with and maintain good relations with relevant departments in the delivery of audits.  | X |  | X |  |  |
| Strong analytical and research skills, with the ability to develop and build evidence to support decision making.  | X |  |  | X |  |
| Strong written and verbal communication skills, with the ability to manage difficult conversations to demonstrate reasoning for audit findings/decisions.  | X |  | X |  |  |
| Ability to provide an objective and impartial commitment to all assignments, maintaining subject matter confidentiality as required. | X |  | X |  |  |
| Sound knowledge of risks applicable to audit subjects.  |  | X | X |  |  |
| Ability to work independently as well as part of a team.  | X |  |  | X |  |
| Proficiency in Microsoft Excel, Word, Outlook and Internet Explorer.  |  | X | X |  |  |
| Ability to professionally represent WMCA when engaging with third parties.  | X |  |  | X |  |
| **Qualification / Education / Training** | **E** | **D** | **A** | **I** | **T** |
| Qualified CCAB (ICAEW, ACCA, CIPFA, ICAS or Chartered Accountants Ireland) or equivalent (for example CIIA).  |  | X | X |  |  |
| Demonstrable practical training in Internal Audit techniques and skills.  | X |  | X |  |  |

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| **Core Expectations** |
| **Health, Safety & Wellbeing** | All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing. |
| **Equality Diversity & Inclusion** | Promote and champion equality, diversity, and inclusion in all aspects of the role. |
| **Learning & Development** | Participate in and take responsibility of any learning and development required to carry out this role effectively.  |
| **Performance Management** | Actively engage in the performance management process and take responsibility for managing performance outcomes. |
| **GDPR** | Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role. |
| **Adherence to Policies**  | Be aware of and comply with all organisation policies. |
| **Other** | There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis. |

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| **Values** |
| Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution. |
| **Value** | **Competency** | **Behaviour** |
| **Collaborative** | Team Focussed  | Works as part of team, managing and leading. |
| Service Driven | Customer, resident, and partner focussed. |
| **Driven** | Empowered & Accountable | Takes ownership and leads when needed. |
| Performance Focused | Ambitious and going the extra mile. |
| **Inclusive** | ‘One Organisation’ Mindset | Believe in each other’s expertise. |
| Open & Honest | We do what we say we are going to do. |
| **Innovative** | Forward Thinking | Embrace change and open to new possibilities. |
| Problem Solving | Go for clear and simple whenever possible. |

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| **Additional Post Requirements** |
| **Essential Car User** | **Politically Restricted Post** | **Disclosure and Barring Service (DBS)** |
| Yes [ ]  | No [x]  | Yes [ ]  | No [x]  | Standard [ ]  | Enhanced [ ]  | None [x]  |

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| **Job Evaluation Details** |
| **Date Evaluated** | **Job Family** | **Level/Grade** | **JEP Reference** |
|  |  | SP28-32 |  |