

Job Description

Post Title:	Senior Internal Audit Officer
Directorate:	Law and Governance
Reports to:	Head of Internal Audit
Direct Reports:	Internal Audit Officer x2
Salary Band:	SP42-46 (£53,060 - £59,468)
Key Relationships:	Heads of service, Risk Manager, internal services providing 2 nd line of defense activities, External Audit service providers.

Role Purpose

This role is responsible for the delivery of risk based internal audits within the WMCA, providing an independent assessment and assurance that the organisation's risk management, governance and internal control processes are operating effectively.

The postholder will plan, execute and complete complex audits within agreed timescales, reporting the findings to business units and agreeing appropriate measures to address identified gaps in the control environment.

Responsibilities

- Provide a range of professional and modern audit, risk and assurance related services at a senior level across the WMCA, and relevant partner organisations, in delivery of a risk based internal audit plan.
- Take responsibility for the planning and carrying out of complex audit reviews within agreed timescales, across all functions of the organisation, using experience and knowledge in order to assess, interpret and analyse detailed information on the adequacy of the risk management, governance and control frameworks in place.
- Determine, agree and report back both verbally and in a written professional format, a series of authoritative and effective recommendations to senior managers, and the Audit Risk and Assurance Committee (ARAC) as required.
- Have a strong awareness of WMCA's Constitution and be able to interpret organisational policies and regulatory requirements, and apply these to audit assignments, in particular when analysing, making audit recommendations, and advising on new policies and procedures.
- 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.

- Take responsibility for carrying out investigations and enquiries, into irregularities and suspected fraudulent activity, including the interviewing of, and taking confidential witness statements from relevant parties.
- Support the Head of Internal Audit in the delivery of the Audit service and to participate in the ongoing development of the Internal Audit team.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Evidence of 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		
Significant experience of delivering audit and other assurance services to public sector entities, in particular Mayoral Local Authorities.		X	X		
Experience in key aspects of audit work and theory including risk based auditing, investigations, risk management, consultancy and advice.	X		X		
Proven experience in managing a wide portfolio of concurrent audit assignments.	X		X	X	
Experience of managing difficult discussions with auditees in the delivery and reporting of audit outcomes.	X		X	X	
Experience of presenting reports to external bodies.		X	X	X	
Experience of managing confidential investigations within tight timescales.		X	X	X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Working knowledge of the CIPFA Code of Practice for Internal Audit in Local Government and the Public Sector Internal Audit Standards.	X		X	X	
Ability to liaise with and maintain good relations with relevant departments in the delivery of audits, including managing the development, delivery and reporting of audits.	X		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	X	
Ability to provide an objective and impartial commitment to all assignments, maintaining subject matter confidentiality as required.	X		X	X	

Sound knowledge of risks applicable to audit subjects.		X			
Ability to work independently as well as part of a team.	X		X	X	
Proficiency in Microsoft Excel, Word, Outlook and Internet Explorer.		X	X		
To act professionally at all times with an ability to represent WMCA when engaging with third parties.			X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
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		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

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 Focused	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.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To 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.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis