



## **Job Description**

<b>Post Title:</b>	Internal Audit Officer
<b>Directorate:</b>	Law and Governance
<b>Reports to:</b>	Senior Internal Audit Officer
<b>Direct Reports:</b>	None
<b>Salary Band:</b>	SP28-32 (£35,414 - £40,424)
<b>Key Relationships:</b>	Heads of service, Risk Manager, internal services providing 2 <sup>nd</sup> line of defense activities, External Audit service providers.

### **Role Purpose**

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.

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**

- 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.
- Agree and report, both verbally and in a written professional format, a series of authoritative and effective recommendations to senior managers.
- Possess good awareness of WMCA's Constitution and be able to interpret organisational policies and regulatory requirements, and apply these to audit assignments.
- 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.
- 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.

### Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App *	Int **	Other ***
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			
Good working knowledge of the Public Sector Internal Audit Standards (PSIAS) and the CIPFA Code of Practice for Internal Audit in Local Government.	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	
<b>Skills/Knowledge/Abilities</b>	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		
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	
<b>Qualifications/ Professional Memberships</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
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