

Job Description

Job Title	Lead Auditor
Directorate	Finance & Resources
Service Area	Internal Audit
Grade	Grade 7
Competency Level	Level 2
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	not required
Job Evaluation Ref No	

Job Purpose

Lead at a senior level in the activities of the Internal Audit team and contribute at a senior level to the effective delivery of the services and functions for which the Internal Audit team is responsible.

Directly Responsible For:

Auditor and Audit Assistants as required.



Directly Responsible To:

Lead Audit Manager

Main Areas of Responsibility:

- Assist Lead Audit Managers in their role with regard to contributing to the overall management, strategic direction and promotion of the Service as a whole, including preparation of audit plans, progress reports and the setting and monitoring of targets etc
- Conduct and, when directed, lead on complex audit exercises, investigations and other audit related work, and report accordingly, completing all assignments within budget. Where appropriate supervise staff engaged on audit exercises and investigations, and advise on the conduct of such work. Where appropriate, provide on the job training to these staff and contribute to the work-related training of staff
- Devise comprehensive audit programmes for planned areas of work and ensure that adequate research is undertaken so that such programmes take account of all relevant developments, technical or otherwise
- Contribute to the development, introduction and use of audit techniques relevant to the demands placed on the Service, including assisting in the development and expansion of new technology, including computer assisted audit techniques
- Attend committee meetings and other member bodies, and such external working groups as required; present relevant cases to disciplinary hearings and give evidence, as required, to court and disciplinary hearings
- Develop the City Council's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken
- Every employee of the Internal Audit Service has a responsibility to ensure that their work complies with all statutory requirements, CIPFA Public Sector Internal Audit Standards and with the Constitution (including Contract

Standing Orders and Financial Regulations) of the City Council, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the City Council's safety plan

Supervision and Management Responsibility:

- This post does not have any supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is desk based and includes the occasional need to travel to different locations within the City Boundary

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- CCAB/IIA qualified or actively studying and progressing well to qualification [A]

Experience

Essential

- Experience of scoping, conducting and managing high level, complex audits [A/I]
- Experience of producing high level audit reports and agreeing recommendations, action plans and outcomes with clients [A/I]
- Experience of scoping and conducting investigations [A/I]

Skills/Abilities

Essential

- Good written and verbal communication and presentational skills [A/I]
- Ability to rely on own initiative in conducting audit reviews, and investigations [A/I]
- Ability to supervise and advise other staff undertaking audit reviews and investigations [A/I]

- Ability to prepare and present concise and timely audit reports in prescribed format [A/I]
- Ability to recognise and understand control implications of ICT based systems [A/I]

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Desirable

- Willingness and aptitude to undertake continuing professional development in order to acquire the skills, experience and qualifications in areas of specialisation to meet the needs of the service, e.g. ICT Audit, Contract Audit, Information Governance and any other specialised audit areas which may arise