

Job Description

Job Title	Lead Audit Manager
Directorate	Finance and Resources
Service Area	Internal Audit
Grade	10
Competency Level	3
Salary	£54,916 – £60,640
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	J636

Job Purpose

Lead on the effective delivery of the Audit Service in relation to the areas for which the Audit Team is responsible and contribute to the management and development of the Internal Audit Service as a whole.

Directly Responsible For:

The post holder will be responsible for four direct reports, within a team of approximately nine officers.



Directly Responsible To:

Head of Internal Audit

Main Areas of Responsibility:

- Assists with organising and fulfilling Internal Audit's statutory and other responsibilities in accordance with the Audit Strategy and client requirements. Maximises the available resources to effectively satisfy and prioritise the many internal service demands and external pressures which may influence Internal Audit activity. Prepares audit plans and integrates these with External Audit as well as with internal reviews to ensure planned reviews are complementary and that appropriate links with other related activities are successfully achieved. Assists in the identification of and bidding for fee-generating audit related work both internal and external to the Council
- Responsible for the day-to-day direction and management of members of staff in the service area. Prioritises, schedules and assigns planned and unplanned reviews and assesses and monitors resource requirements to ensure the satisfactory fulfilment of the audit plan to meet the business needs of the unit, the Council and external clients. Directs the production of audit scope documents for consultation and agreement with clients and determines the audit approach to ensure effective utilisation of audit resources for appropriate coverage of the council's financial and physical assets. Monitors overall workload and productivity, taking corrective action as necessary
- If specialising in ICT audit work, responsible for designing, developing and rolling out an in-house IT audit function leading ultimately to the phasing out of payments to external suppliers for IT audit services. Deliverables under this remit to be the identification, sourcing and procurement of appropriate specialist training to develop auditors into qualified IT auditors (CSA, QiCA or equivalent); undertaking personal continuous professional development with specific focus on IT auditing; identification and agreement of an IT audit

universe for the Council; development of an IT audit strategy and related annual IT audit plans; planning, supervision and execution of IT audits in accordance with annual IT audit plans

- Plays a key role in the provision of an annual opinion on the adequacy of the internal control environment through the conduct and management of audit assignments for both the Council and external clients. Provides advice, support and guidance on internal control issues to Executive Directors, Directors, Heads of Service, other officers of the Council, external bodies and Elected Members. Facilitates communications with clients through professional advice on audit and related issues to maintain compliance with corporate policies, to promote best practice standards and to improve corporate governance. Attends committee meetings and other member bodies, and such external working groups as required. Prepares and presents complex, sensitive and strategic audit reports and recommendations, upon which agreement is sought and ownership promoted, to senior management and Elected Members by appropriate and effective oral and written communication. Routinely takes the lead in client meetings in providing advice and influencing discussions where complex or sensitive issues arise
- Directs and leads complex and significant financial and non-financial, strategic and operational, planned and unplanned audits in line with legal and professional requirements. Evaluates and quality assures audit output to ensure it is supported by sufficient and appropriate audit evidence and all aspects of the internal audit service are provided to the highest professional standards. Oversees and manages audits of grant claims and where appropriate signs off these grant claims. Manages programmes of inspections, decides upon inspection outcomes as required and reports the outcomes within the appropriate frameworks
- Develops, interprets, challenges, advises on and assists in the implementation of corporate policies and strategies and of procedure rules, codes and protocols within the Constitution. Researches, interprets and reviews the

implementation of new and existing legislation, codes, Government initiatives and guidelines on a wide range of service delivery issues to ensure compliance with statutory and other obligations. Manages investigation work as required under the Council's policy and procedures, such as the Whistle blowing Policy, without prejudice or bias on sensitive and complex matters. Reports independently, objectively and professionally to Executive Directors, Directors, Monitoring Officer, Head of Service, and, where appropriate, Elected Members recommending appropriate action. Liaises with and assists the Police on criminal cases and manages any internal disciplinary proceedings as necessary, providing evidence in Court, Council hearings and/or tribunals

- Assesses staff performance and sets appropriate target levels of service. Creates a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs. Encourages, promotes, identifies and implements continuous improvement in working practices and systems within the business unit, including the expansion of new technology and computer assisted audit techniques. Demonstrates and supports initiative, willingness to learn, flexibility, respect, co-operation and displays commitment to the success of Internal Audit. Undertakes continuing professional development and keeps up to date with knowledge and skills required to undertake the duties of a Lead Audit Manager. Monitors sickness absenteeism levels in respect of staff within the team and takes appropriate action, where necessary in accordance with the City Council's guidelines
- Develops 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, Internal Audit Standards and with 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:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being 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
- Explores different options for funding and income generation

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 will involve sitting for long periods of time and a requirement to travel to meet service needs

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: **Level 3**.

[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 qualified accountant or fully qualified member of the Institute of Internal Auditors (A)

Experience

Essential

- Experience in managing an Internal Audit team and managing and undertaking high level audit and investigation work (A/I/P)
- Experience of presenting audit and related issues to senior managers and associated member bodies (A/I/P)

Desirable

- Experience of networking at senior level
- Experience of leading and carrying out IT related audit assignments

Skills/Abilities

Essential

- General and Audit specific management skills (A/I/P)



- An excellent level of achievement in managing and undertaking all aspects of audit, analytical and investigative functions (A/I/P)
- Good written and verbal communications and presentation skills (A/I/P)
- Ability to plan, monitor and report on audit work and investigations (A/I/P)

Desirable

- Ability to recognise and understand control implications of ICT based systems

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- 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, Fraud Investigation, Surveillance, Information Governance and any other specialised audit areas which may arise