

JOB DESCRIPTION

Job Title	Principal Auditor
Salary Band	SCP 33-36
Reporting to	Audit Manager
Directorate	Corporate Services
Service Area	Internal Audit
Political Restriction	No

1. Primary Purpose of the Post
To support the provision of a high quality and effective Internal Audit function to the organisation.
2. Key Role Specific Responsibilities
<ul style="list-style-type: none"> • Undertake risk-based internal audit work of significant complexity to a high standard and in compliance with the Public Sector Internal Audit Standards, relevant legislation, and guidance • Contribute to the compilation and effective delivery of the Internal Audit Plan • Support the Head of Internal Audit in arriving at the Annual Report and Opinion for the Liverpool City Region Combined Authority and Merseytravel • Providing a consulting and advisory service in respect of audit, governance, internal controls, risk management and counter-fraud as appropriate in accordance with the Public Sector Internal Audit Standards • To provide support in the servicing of the relevant Committee(s), as required and attending / presenting as required • Undertake reactive and proactive counter fraud work, including the investigation of allegations of fraud and irregularity and facilitating delivery of the Fraud, Bribery and Corruption Strategy • To provide support and advice in respect of counter-fraud activity and training • To provide support and advice in respect of financial / internal control and procedures • Ensuring delivery of quality service, attaining compliance with the Public Sector Internal Audit Standards (PSIAS) as a minimum requirement • Contributing to the achievement of internal performance targets as outlined in the Internal Audit Quality Assurance and Improvement Programme (QAIP)
3. General Corporate Responsibilities
<ul style="list-style-type: none"> • Time and workload management • Building effective relationships with clients • Promoting a culture of continuous improvement • Monitoring and reviewing the products we provide and how we deliver them



- Challenging the status quo, both for our service and that of our customers and stakeholders
- Identifying and applying best practice in how we conduct our business
- Commercial awareness – keep up to date with developments relevant to our customers
- Encourage innovative thinking, in both how we deliver and how our customers deliver
- Maintaining an up-to-date awareness of developments in relevant regulation and professional requirements (e.g., CPD) and facilitating knowledge transfer through training and development of others
- Commitment to demonstrating the Corporate Behaviours and upholding high ethical standards

4. General Managerial Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Service Area: Internal Audit

Job Title: Principal Auditor

Grade: 33-36

Note to applicants: essential criteria are marked with *, all other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	<ul style="list-style-type: none"> Consultative Committee of Accountancy Bodies (CCAB) (or CIMA) qualified accountant or Chartered Internal Auditor or equivalent, with up to date Continuing Professional Development (CPD) * 	A
Experience and Knowledge	<ul style="list-style-type: none"> Significant, demonstrable experience in internal audit *, gained within a public sector environment Sound knowledge of risk-based auditing principles and their application * Knowledge of Public Sector Internal Audit Standards, relevant legislation and guidance and their application * Knowledge of the principles of effective risk management and their application * Awareness of the environment in which the organisation operates Understanding of the principles of production of a risk-based internal audit plan, and their application 	A/I A/I A/I A/I A/I A/I
Skills/Abilities	<ul style="list-style-type: none"> Professional and with the ability to maintain confidentiality * Enthusiastic and uses own initiative * Analytical skills * Ability to build strong professional relationships, negotiate, influence and challenge * Ability to manage own workload and plan effectively * Effective communication and report-writing skills * Supervisory skills * Interviewing and questioning skills * Ability to use ICT such as Computer-Aided Audit Techniques, audit management systems and financial systems to undertake effective internal audit work Ability to undertake effective investigations into allegations of fraud and irregularity and to undertake proactive counter-fraud work 	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I



	CRITERIA	METHODS OF ASSESSMENT
Commitment	<ul style="list-style-type: none">• Commitment to continuous learning and self-development *	I

Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment