**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB DESCRIPTON**

**Department:** Corporate Resources **Location:** Borough Wide

**Section:** Risk and Audit **Job Evaluation No.**

**Post:** Trainee ICT Auditor

**Grade:** Career Grading from (G to I)

**Responsible to:** Audit Manager for line management, Principal Auditor for individual projects

**Responsible for:** None

**JOB PURPOSE:**

The post is suitable for a person looking to develop a career in internal audit in the public sector with a focus on ICT. The main purpose of the job is to provide support to the Internal Audit Services team, by undertaking a variety of audit assignments and projects, under the direction of senior staff.

As a junior ICT auditor, you will develop essential skills and build experience to progress within the Audit Team and at the same attain an appropriate professional qualification. Audit staff (Principal Auditors) will provide support through involvement in undertaking audits and report writing

**MAIN DUTIES — GRADE G (SCP 20 — SCP 25)**

* + To assist with undertaking audits of departmental operations and management arrangements across a range of Council services, as identified in the approved Annual Audit Plan with a focus on ICT risks;
  + Testing and evaluating controls within systems under the guidance from the Principal Auditor to assess whether they are adequate, or if modifications / improvements to processes are required;
  + Basic financial analysis and review;
  + Liaison with clients / customers, other local authority audit teams and the Council’s external auditors;
  + Provision of a complete, efficient and effective support service to the Internal Audit team;
  + Support and input into corporate initiatives as directed by the Audit Manager / Principal Auditors;
  + Teamwork and excellent client / customer relations; and
  + Any other ad hoc duties relating to internal audit operations.

**MAIN DUTIES — GRADE H (SCP 26 — SCP 30)**

Duties will be dependent on exam success for example part qualified and experience but may include:

* Assist Audit Manager in their role with regard to contributing to the overall management, strategic direction and promotion of the Service and in relation to the preparation of audit plans including IT audit strategy, progress reports and the setting and monitoring of targets etc.
* Conduct audit exercises, investigations and other audit related work, and report accordingly, completing all assignments within budget; assist in the development of comprehensive audit programmes for all aspects of the audit of the services and functions for which the Team is responsible.
* Conduct specific IT audit assignments in accordance with the IT audit strategy and plan. Note: appropriate training will be provided to enable the post holder to obtain the necessary skills to undertake IT audit assignments.
* Contribute to the development, introduction and use of audit techniques relevant to the demands placed on the Business Unit, including computer assisted audit techniques.
* Attend committee meetings and other member bodies, and such external working groups as required.
* Give evidence, as required, to court and disciplinary hearings.
* 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 Council, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Council’s health and safety plan.

**MAIN DUTIES — GRADE I (SCP 31 — SCP 35)**

Duties will be dependent on exam success for example fully qualified and experience but may include:

* The Trainee ICT Auditor will assist the Audit Manager in the efficient planning, monitoring and control of all audit activity.
* To assist the Audit Manager in the preparation of Annual Audit Plan and IT Audit Strategy.
* Responsible to the Audit Manager for carrying out and completing within allocated timescales, a wide range of Audit activities undertaken by the Team including systems audit review, risk audit review, ICT reviews, probity audits and value for money exercises / reviews. Directing or conducting audits of more complex or specialised audit work.
* As directed by the Audit Manager, to carry out fraud or other special investigations, and/or other ad-hoc exercises/projects.
* Be aware of and continually assess the risks arising from areas of audit review, advise Audit Manager and report to Departmental Managers as appropriate.
* To assist the Audit Manager, undertake reviews of the internal control environment comprising risk management, control and governance.
* Provide advice on sound procedures and controls for financial/other systems and on the Councils financial procedure rules and other regulatory codes/guidelines to officers at all levels within the Council.
* Develop, compile and review ICT audit programmes, systems records and other such Audit documentation to ensure all areas of Audit work are carried out effectively.
* Maintain good working relationships with service department officers.
* Communicate effectively with audit clients, providing good quality correspondence and audit reports which are positive and constructive as well as take the clients views and resources into account. Ensure all significant recommendations are progressed.
* As directed by the Audit Manager, to develop and use modern audit techniques.
* Attend at Disciplinary Hearings, Appeals, Court and Tribunal Cases, give evidence and/or represent the Internal Audit Section as required.
* To assist the Audit Manager in the review of Council activities, with particular reference to the identification of fraud, irregularities, extravagance, inefficient administration and poor value for money.
* Contribute to service improvement and development of Internal Audit.
* To assist in the internal training and development of skills of Internal Audit staff in particular to ICT.
* Every employee has a responsibility to ensure that their work complies with all statutory requirements and that they act within and comply with all the relevant Codes and Regulations of the Council.
* Undertake such other duties as deemed appropriate by the Chief Internal Auditor and Audit Manager.

**GENERAL:**

The Department will undertake to pay for your training towards membership of tan ICT auditing related qualification and for your student membership up to full qualification. In return, you will be expected to undertake to attend any course of training towards your qualifications and time will be given to enable you to do so and to sit exams as and when necessary. You will be asked to sign an agreement to this accept these terms.

As a Trainee ICT Auditee, you will be expected to undertake a course of study leading

to the full diploma and membership of the Institute of Internal Auditors. On qualification, you will be expected to maintain full membership of the Association from your own resources. You will also be expected to keep abreast of ICT and auditing issues across the sector post-qualification. You must be a self-motivated individual able to apply knowledge gained in the workplace and to show willingness to learn and a keenness to support colleagues.

During your training, the Department will endeavour to give you tasks commensurate with the grade of the post; and growing with your skills and abilities. It will also consider this in the light of the progress you make in your ICT qualification.

The post is based around a career grading. Successful applicants will start at the minimum point of Grade G and will progress within this grade and into Grade H and Grade I subject to satisfactory work and growing experience, coupled with exam success.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

|  |
| --- |
| **Note:** Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. |

Since confidential information is involved with the duties of this post, the post-holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**Prepared by: David Eden**

**Designation: Chief Internal Auditor**

**Date:** 31 January 2024