

## **ROLE DESCRIPTION**

<b>Job Title</b>	Audit Manager
<b>Salary Band</b>	SCP 41-43
<b>Reporting to</b>	Head of Internal Audit
<b>Directorate</b>	Resources
<b>Service Area and sub area</b>	Internal Audit
<b>Team</b>	Audit
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
To manage the provision of a high quality and effective Internal Audit function to the organisation.
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Manage the delivery of all (including complex) internal audit assignments by the Internal Audit team, to ensure a high-quality output that complies with Internal Audit Standards</li> <li>• Effective day-to-day management of all aspects of the Internal Audit team</li> <li>• Performance management of the Internal Audit team in the delivery of the Internal Audit Plan and in the achievement of internal performance targets as outlined in the Internal Audit Quality Assurance and Improvement Programme (QAIP)</li> <li>• Ensure quality and professionalism in the delivery of Internal Audit work</li> <li>• Lead in the production of the risk-based annual Internal Audit Plan, based upon the strategic vision set by the Head of Internal Audit, and taking on board the views of key stakeholders</li> <li>• Effective management of external providers of audit services, such as those providing IT audit</li> <li>• Facilitate the internal and external review of compliance with the Internal Audit Standards and managing the implementation of any identified areas for development</li> <li>• Drive the continued development and improvement of the Internal Audit function to maintain compliance with the Internal Audit Standards</li> <li>• Support the Head of Internal Audit in arriving at the Annual Report and Opinion for the Liverpool City Region Combined Authority and Merseytravel</li> <li>• Deliver the strategic vision for the Internal Audit function as determined by the Head of Internal Audit</li> <li>• Conduct risk-based complex internal audit work in accordance with the Internal Audit Standards, and other relevant legislation and guidance</li> <li>• Support the provision of Internal Audit reports for the Audit and Governance Committee and other relevant boards, including attending and presenting when required</li> <li>• Produce relevant performance management data for senior management</li> <li>• Prepare and deploy the suite of counter-fraud protocols across the organisation</li> <li>• Support the organisation in the management of fraud risk, including by providing advice, guidance and training</li> </ul>



- Undertake or supervise investigations into allegations of fraud and irregularity
- Provide a consulting and advisory service in respect of audit, governance, internal control, risk management and counter-fraud in accordance with the Internal Audit Standards
- Develop strong relationships with the Executive and Senior Leadership Teams in the provision of high quality, valued assurance
- Ensure the audit team is suitably trained and developed to meet the requirements of the service
- Engage with elected members and external partners when required
- System administration of the Internal Audit section's audit management software

### **3. General Corporate Responsibilities**

Commitment to demonstrating the Corporate Behaviours and upholding high ethical standards

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.

### **4. Recruitment Plan**

Competency Based Interview

**Key words:**

Terms candidates may search to find this job online

Internal audit

Audit manager

Audit senior

## PERSON SPECIFICATION

**Job Title:** Audit Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to Advanced level standard or equivalent	E	A
Consultative Committee of Accountancy Bodies (CCAB) (or CIMA) qualified accountant or Chartered Internal Auditor or equivalent, with up to date Continuing Professional Development (CPD)	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant, demonstrable experience in internal audit, preferably gained within a public sector environment	E	A, I
Experience of managing/supervising people in an internal audit context	E	A, I
Experience of delivering high quality, internal audit work that adds value to the strategic level of the organisation within budget and timescale	E	A, I
Comprehensive knowledge of up to-date auditing methodology, regulation, auditing standards and best practice	E	A, I
Knowledge of the principles of effective risk management and experience of applying these in an internal audit context	E	A, I
Knowledge of the principles of the compilation of a risk-based Internal Audit Plan	E	A, I
Experience of compiling a risk-based Internal Audit Plan	D	A, I
Experience of undertaking fraud investigations	D	A, I
Awareness of the responsibilities of the Liverpool City Region Combined Authority, the environment in which it operates, its stakeholders and its strategic objectives	D	A, I
Awareness of the principles of data protection and freedom of information	D	A, I

<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Highly developed ability to understand and appraise complex data, processes and situations, and respond in a thorough, reasoned and effective manner	E	A, I
Highly developed analytical skills	E	A, I
Performance management skills	E	A, I
Professional and with the ability to maintain confidentiality	E	A, I
Demonstrates enthusiasm and takes the initiative	E	A, I
Assertive and able to challenge	E	A, I
Negotiating and influencing skills	E	A, I
Excellent time management and planning skills	E	A, I
Excellent communication and report-writing skills	E	A, I
Ability to use ICT such as Computer-Aided Audit Techniques, audit management systems and financial systems to undertake effective internal audit work	E	A, I
Understands the fraud risks faced by public bodies and how this can be assessed and managed	E	A, I
Well- developed investigative skills	E	A, I
Able to develop strong relationships with colleagues and peers	E	A, I
Effective interviewing and questioning skills	E	A, I

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Commitment to undertaking relevant professional training	E	I
Commitment to continuous learning and self-development	E	I

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Commitment to ethical behaviour	E	I

### Key to Assessment Methods:

*\*Please specify for each criterion, column to be removed for external posting.*

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION