

ROLE DESCRIPTION

Job Title	Principal Auditor
Salary Band	SCP 33-36
Reporting to	Audit Manager
Directorate	Resources
Service Area and sub area	Internal Audit
Team	Audit Team
Political Restriction	No

1. Primary Purpose of the Post
To provide high quality Internal Audit work to the organisation.
2. Your responsibilities
<ul style="list-style-type: none"> • Undertake risk-based internal audit work of significant complexity to a high standard and in compliance with Internal Audit Standards and other relevant legislation and guidance • Delivery of individual performance targets to contribute to achievement of the Internal Audit Quality Assurance and Improvement Programme (QAIP) • Contribute to the compilation of the risk-based annual 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 • Support the Audit Manager in delivering the strategic vision for the Internal Audit function as determined by the Head of Internal Audit and Risk • Provide a consulting and advisory service in respect of audit, governance, internal control, risk management and counter-fraud as appropriate in accordance with the Public Sector Internal Audit Standards • Support the provision of Internal Audit reports to the Audit and Governance Committee and other boards, and attending / presenting when 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 • Provide support and advice in respect of counter-fraud activity and training • Ensuring quality and professionalism in the delivery of Internal Audit work • Supporting the organisation in the management of fraud risk, including by providing advice, guidance and training • Developing strong relationships with the Executive and Senior Leadership Teams in the provision of high quality, valued assurance
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

Principal Auditor

Internal Auditor

PERSON SPECIFICATION

Job Title: Principal Auditor

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
Demonstrable experience in internal audit, preferably gained within a public sector environment	E	A, I
Sound knowledge of risk-based auditing principles and significant experience in their application	E	A, I
Knowledge of Internal Audit Standards, relevant legislation and guidance and experience in their application	E	A, I
Knowledge of the principles of effective risk management	E	A, I
Experience of completing high quality internal audit work that adds value to the strategic level of the organisation	E	A, I
Understanding of the principles of production of a risk-based internal audit plan, and their application	E	A, I
Experience of undertaking fraud investigations and proactive counter-fraud work	D	A, I
Awareness of the environment in which the organisation operates	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to deliver high quality internal audit work within budget and timescale	E	A, I
Well-developed analytical and evaluation skills	E	A, I
Professional and with the ability to maintain confidentiality	E	A, I
Enthusiastic and takes the initiative	E	A, I
Ability to build strong professional relationships, negotiate, influence and challenge	E	A, I



Skills and abilities	E = Essential D = Desirable	Identified By
Ability to manage own workload and plan effectively to meet deadlines	E	A, I
Effective communication and report-writing skills	E	A, I
Interviewing and questioning skills	E	A, I
Assertiveness and ability to challenge	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	D	A, I

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

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
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