

**RIBBLE VALLEY BOROUGH COUNCIL
RESOURCES DEPARTMENT**

JOB DESCRIPTION

- 1. JOB TITLE:** Internal Audit Assistant
- 2. REFERENCE NO:** RES181
- 3. SALARY SCALE:** Scale 2/4 £15,613 to £20,138 per annum
(Career grade: progression to Scale 4 following completion of final AAT Exams)
- 4. RESPONSIBLE TO:** Principal Auditor
- 5. JOB PURPOSE:** To carry out various internal audits in accordance with the agreed audit plan.
- 6. MAIN DUTIES:**
- 6.1** Undertake audit work through ongoing checks and reviews in various areas to prevent/detect fraud and corruption.
 - 6.2** To carry out pre-audit meetings with auditees to discuss the planned audit and to identify key areas of service change, and to discuss any potential audit issues that may be likely to arise.
 - 6.3** To carry out post-audit meetings with auditees to discuss the findings of the audit and to agree any recommendations arising.
 - 6.4** To produce draft and final audit reports on completion of the audit for presentation to the auditees and also for reporting to senior management.
 - 6.5** Monitor past audit recommendations to ensure they have been implemented and that they continue to be effective.
 - 6.6** Cover for the Principal Auditor when required on insurance matters.
 - 6.7** Responsible for the issue and control of the Council's stock of cheques and other controlled stationery.
 - 6.8** To help in the provision of independent and impartial advice to all sections and departments on internal audit matters.
 - 6.9** To adhere to the Council's policies, including equal opportunities and health and safety.
 - 6.10** Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**RIBBLE VALLEY BOROUGH COUNCIL
RESOURCES DEPARTMENT**

- 6.11** To be responsible for ensuring the data quality of all information related to the duties of the post.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required, therefore, to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Post Holder): _____ **Date:** _____

Signed (Head Of Service): _____ **Date:** _____