

**RIBBLE VALLEY BOROUGH COUNCIL  
RESOURCES DEPARTMENT**

**JOB DESCRIPTION**

- 1. JOB TITLE:** Internal Auditor
- 2. REFERENCE NO:** RES180
- 3. SALARY SCALE:** Scale 6
- 4. RESPONSIBLE TO:** Principal Auditor
- 5. JOB PURPOSE:** To carry out a wide range of internal audit work to the highest professional standards on all council services in accordance with the requirements of the Public Sector Internal Audit Standards. Also to evaluate the effectiveness of the council's governance arrangements.

**6. MAIN DUTIES**

- 6.1 To undertake internal audits as directed by the Principal Auditor in accordance with the annual audit plan, challenging assumptions and ensuring transparency.
- 6.2 To carry out systems and non-systems based probity and regularity audits across all council services, identifying the risks and required systems of control.
- 6.3 To be responsible for making recommendations to develop and strengthen controls where weaknesses have been identified, developing action plans detailing responsible officers and appropriate deadlines to ensure that service objectives and controls are met.
- 6.4 Undertake ad-hoc audit work outside of the Annual Audit Plan, as and when assigned by the Principal Auditor, Head of Financial Services or Director of Resources.
- 6.5 Monitor the outcomes from completed audit work and conduct the necessary follow up review work in accordance with the internal audit follow up procedure.
- 6.6 To identify and report to management on any system weakness or other financial issues which may require other audit work and attention.
- 6.7 Together with the Principal Auditor pay close regard to the council's risk management arrangements, any service developments or changes and any legislative changes, whilst structuring the approach to be undertaken for each individual audit assignment.
- 6.8 To provide technical and professional advice on audit issues to staff throughout the council.
- 6.9 Whilst maintaining the independence of the internal audit function, contribute to the development of practical and innovative solutions to a range of financial, legislative and operational challenges.

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- 6.10 To be responsible for the annual review of the Council's Local Code of Corporate Governance, reflecting the CIPFA/SOLACE Corporate Governance Framework.
- 6.11 To be responsible for the annual review of the adequacy and effectiveness of the Council's Governance arrangements through the interpretation of the CIPFA/SOLACE Corporate Governance Framework and the preparation of the Council's Annual Governance Statement.
- 6.12 To be responsible for the maintenance of the Council's risk management system (GRACE) helping and advising Heads of Service to ensure that all their active risks across council services are identified and included.
- 6.13 To ensure that all high impact risks and corporate risks are reported to the Corporate Management Team and the Accounts and Audit Committee on a regular basis.
- 6.14 To liaise with and assist external auditors and inspectors when necessary.
- 6.15 To represent the authority at any working groups/meetings as required.
- 7. To be responsible for ensuring the data quality of all information related to the duties of the post.
- 8. To adhere to the Council's policies, including equal opportunities and health and safety.
- 9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**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:** \_\_\_\_\_