

**Principal Auditor – Police and Crime**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Principal Auditor | **Date:** | May 2019 |
| **Reporting Line:** | Head of Audit and Assurance | **Salary:** | Grade 8 |
| **Team:** | Audit and Assurance | **Business Area:** | Finance |
|  |  |  |  |

|  |
| --- |
| JOB PURPOSE |
| You will have responsibility for delivering a wide-range of internal audit reviews, principally focused on Police and Crime. You will need to build and maintain strong working relationships with stakeholders, supervising other team members and contributing to the development the internal audit team.  In addition, as a Principal Auditor you may take on additional responsibilities or developing specialisms for the Audit and Assurance team (for example whistleblowing representative). |

|  |
| --- |
| **KEY RELATIONSHIPS** |
| * You will report organisationally to the Head of Audit and Assurance and form part of the Finance Directorate which is led by the Treasurer * On a day to day basis you will report to the Internal Audit Manager (Police and Crime) * You will have responsibility for developing and maintaining relationships with a wide variety of stakeholders, at all levels of GMCA and GMP |

|  |
| --- |
| **KEY RESPONSIBILITIES** |
| **Deliver the internal audit plan**   * You will work independently to deliver a number of audits within the audit plan. You will:   + Conduct audit assignments allocated from the Internal Audit Plan and as directed by the Internal Audit Manager in accordance with audit programmes, adhering to auditing standards and the CIPFA Code of Practice and ensuring full compliance with the audit methodology   + Conduct planning and closing meetings with Audit Sponsor and direct report(s) to introduce scope the audits and then to discuss and agree the results of audit work;   + Prepare audit documentation for review by the Internal Audit Manager / Head of Audit and Assurance including: Terms of Reference; audit documentation; draft and final reports;   + Keep the Internal Audit Manager informed of audit progress and emerging findings.   **Deliver work to agreed timescales**   * Maintain time records * Complete work within agreed timescales and keep Internal Audit Manager informed of any potential delays or other reasons for changing audit timescales   **Follow up of previous audit recommendations**   * Work with the rest of the audit team to measure and monitor the implementation of audit recommendations   **Fraud and irregularities**   * Lead or participate in investigations as directed by the Head of Audit and Assurance * Undertake audit work to as far as possible detect the presence of fraud or corruption * Maintain awareness of fraud related issues and counter-fraud developments.   **General**   * Line management responsibility for junior members of the internal audit team (where applicable), including formal performance review activities as well as general performance management and wellbeing monitoring. * Contributing to the advancement and continuous improvement of the internal audit service   NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. |

|  |
| --- |
| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Knowledge & Experience**   * Relevant professional qualification (e.g. IIA, ACCA, ACA, CIPFA) * Extensive experience in delivering Internal Audit services within a public sector organisation * Proven experience of effectively presenting and discussing audit recommendations with all levels of management. * Conducting investigations of a confidential and sensitive nature, involving police involvement and internal disciplinary action   **Skills & Behaviours**   * Strong oral and written communication skills to persuade and influence others of need for change and improvement at all levels of management * Highly motivated and able to work to deadlines and the achievement of individual and team business objectives * Ability to consistently maintain audit independence and objectivity * Demonstrate awareness, tactfulness and confidentiality when dealing with confidential and sensitive issues * Able to lead by example by personally demonstrating honesty, integrity and impartiality so as to be approachable to all levels of staff * Knowledge and awareness of auditing standards, professional guidelines |

**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the General Data Protection Regulation (GDPR)

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the General Data Protection Regulation (GDPR).

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background