

## **OUTLINE FOR THE AUDITOR ROLE**

### **Location**

You will be based at Tameside One, in the centre of Ashton under Lyne, the new Shared Service Centre for Tameside Council, Tameside Clinical Commissioning Group and Tameside College. The location offers excellent access to transport links – road, rail, bus and tram. There are a number of car parks located within walking distance from the Shared Service Centre and a Council car park pass can be purchased at a reduced cost.

### **Travel**

You will be required to travel to various locations within Tameside, to carry out your work. This includes other Council buildings, Schools, and the Greater Manchester Pension Fund. Access to a vehicle is therefore desirable and mileage can be reclaimed.

### **Flexibility**

The council operates a flexi time system but on occasions depending on the audit you are assigned to, you may need to start work earlier than normal or finish later.

### **Workload**

You will be given a number of days to undertake an audit, and expected to produce the Draft and Final Internal Audit Reports within set timescales. You may be given a few audits at a time, and have to work to deadlines for each piece of work, so you will need to closely monitor your time, following up queries and obtaining answers to any queries from the auditees in a prompt manner.

### **Carrying Out an Audit**

We carry out risk based auditing, by identifying the key risks in the system/service being audited, usually in conjunction with the auditee, and thereafter determine what expected controls should be in place to prevent the risk actually occurring. For example, in an income system, where the Council is raising invoices for the provision of services, one of the risks may be that the invoice is not paid by the customer, so the expected control would be that there is a debt recovery process in place.

### **Training**

Training will mainly be on the job training and you will accompany an experienced auditor initially, and assist with an audit. Depending on timing and availability of courses, it may be possible to send you on an Introduction to Internal Audit training course for a couple of days.

After you have completed your probation period, consideration will be given to your suitability to study for a professional qualification.

### **Supervision**

During your probation period you will receive regular meetings to give you feedback on your performance and progress in learning how to do an audit. These meetings will be done alongside your one to one supervisory meeting with your Principal Auditor.

On the individual audit projects, you will be assigned a Supervisor. This person will make sure you understand each stage of the audit and assist you throughout the process.

There is a structured approach to the audit process. Your work will go through several reviews by your supervisor before a report is issued.

### **Audit Management System**

An audit management system called Galileo is utilised within the Internal Audit Service. Galileo aids the audit process; it is used for monitoring your time, completing your working papers and producing the Internal Audit Reports.

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