

Job specification



Job title: Principal Auditor

Service: Internal Audit

Grade: G8

Reporting to: Audit Manager

Your job

You will be a member of the Internal Audit Team within the Finance Division of the Resources and Contracts Directorate assisting the Audit Manager and Chief Internal Auditor to deliver a planned programme of audit reviews across the Council, its schools and some external partner organisations.

The Council has a duty to ensure its business is conducted lawfully in accordance with proper standards and that public money is safeguarded, accounted for and used economically, efficiently and effectively. Internal Audit makes an important contribution to this by providing risk-based assurance on the Council's arrangements for governance, risk management and internal control.

You will undertake audit engagements within agreed timescales as directed by the Audit Manager, ensuring that appropriate action is taken in response to any improvements recommended. In addition, you may also be required to investigate allegations of fraud or other complaints and provide assistance to departmental management and school-based staff on disciplinary matters.

Achieving value for money in service delivery is essential to the Council's strategy, the Deal 2030. By identifying how systems and processes can be undertaken more economically, efficiently and/or effectively, you will be making an important contribution to the Council and its services.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Gain audit experience across a range of Council services and develop a detailed understanding of the key risks and priorities facing these areas.
- Undertake appropriate on-the-job training and attend external courses as necessary to enhance your skills as a Principal Auditor.

On an ongoing basis you will:

- Undertake risk based internal audit reviews under the supervision of the Audit Manager
- Complete audit reviews within agreed timescales.
- Produce a formal audit report which is objective, constructive, clear and concise.
- Attend exit meetings to discuss findings and agree recommendations with management

- Participate in working groups and provide advice concerning the controls to be incorporated in systems under development
- Provide advice to management in respect of disciplinary matters
- Assist in the supervision and/or completion of Special Investigations and other ad hoc assignments.
- Promote good working arrangements with departmental management across the Council and also our external clients Wigan Leisure & Culture Trust and a number of Academies
- Contribute to the on-going improvement of working practices within the team.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- A relevant accountancy or audit qualification, or be actively studying towards this
- Good knowledge of governance, risk management processes and internal control system and will be able to identify and evaluate risks and controls across a range of Council functions.
- Excellent written and verbal communication skills.
- Highly developed influencing, negotiation, persuasion and interviewing skills
- An understanding of confidentiality and data protection legislation.
- The ability to work with minimal supervision, using initiative and thinking laterally and creatively.
- Meticulous attention to detail.
- The ability to build positive working relationships and deal sensitively with other council officers and members of the public.
- The ability to respond effectively to change

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough