**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Principal Auditor |
| Salary: | £48,710 - £51,802 |
| Grade: | 13 scp - 39-42 |
| Hours: | 37 |
| Team: | Internal Audit |
| Service Area: | Finance  |
| Primary Location: | *County Hall, Oxford OX1 1ND.* *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None  |
| Responsible to: | Chief Internal Auditor  |
| Responsible for: | Supervision of auditors, including contract professionals |
| Political Restricted Post: | No  |

## Job Purpose

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| * To support the Chief Internal Auditor in providing independent assurance on the system of governance, risk management and internal control that supports the management of strategic and operational risks across Oxfordshire County Council. Conforming to the Local Government Act 1972 Section 151, The Accounts and Audit Regulations 2015 and the Public Sector Internal Audit Standards.

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## Job Responsibilities

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| * Manage a programme of internal audit activity. The management includes supervision of audit resources, client liaison and quality control.
* Fully accountable for the delivery of any complex audit within the Internal Audit plan, on time and within the audit days allocated that includes determining and applying an appropriate internal audit methodology to achieve the objective of the audit.
* Presenting findings and conclusions consistent with the objective of the allocated audit both verbally and through reports to Senior Managers - including making informed recommendations and negotiating effective management actions where material weakness in the system of internal control or governance exists. To include presentation and agreement of issues to the Chief Executive and Directors.
* Ensuring that the internal audit service is compliant with statutory and other relevant professional standards. Ensure all audits are completed in accordance with the Internal Audit Charter and the Quality Assurance and Improvement Programme, through regular monitoring of work across the team.
* Be responsible for the development and on-the job training and mentoring of Junior / Trainee Audit staff.
* Monitoring the effectiveness of management action implementation
* Substituting for the Chief Internal Auditor or Audit Manager where required.
* Supporting with the annual internal audit planning process.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Fully qualified CCAB or Chartered Internal Auditor, and/or with significant internal audit experience at a supervisory level.  | A, I, D |
| Expert knowledge and delivery of Public Sector Internal Audit Standards, including the development and delivery of the Internal Audit Charter and Quality Assurance Improvement Programme.  | A, I  |
| Experience of management of a programme of internal audits including planning and supervision of resources, client management and quality assurance.  | A, I  |
| Good working knowledge of Local Government – specifically governance frameworks, risk management methodologies and systems of internal control.  | A, I  |
| Excellent interpersonal and communication skills, enabling effective verbal and written communications with elected members and senior managers.  | A, I  |
| Strong analytical skills with the ability to collect collate and record data accurately and efficiently. | A, I  |
| Ability to uphold professional standards at all times, maintaining independence and effective challenge and escalation when required. | A, I  |
| Desirable Criteria | Assessed By: |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [x]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| --- | --- | --- | --- |
| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

January 2025