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| **JOB DESCRIPTION** |  |

**Job title: Auditor** *(Joint position between Office of the Police and Crime Commissioner (OPCC) and West Midlands Police (WMP))*

**Grade:** **6/7 - £31,425 - £42,597 *(Qualification bar applies at scale point 32. To progress beyond scale point 32, requires Certified Internal Auditor status with the Institute of Internal Auditors; or a part qualified CCAB Accountant or equivalent)***

**Directly responsible to:** Head of Internal Audit

**Directly responsible for:** N/A

**Location:** Office of the Police and Crime Commissioner West Midlands

**Job Purpose:**

To conduct risk based audits and make recommendations to management to address any weaknesses in the risk, governance and control frameworks.

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| **Main duties and responsibilities:** |
| 1. Assist the Head of Internal Audit, under the guidance of the Principal Auditor, to deliver the agreed internal audit plan
2. Support the Head of Internal Audit in ensuring that the internal audit team provide a high quality risk based service that meets the needs of the organisation and its stakeholders and complies with PSIAS and other mandatory guidance and statements issued by appropriate professional bodies, e.g. CIPFA, IIA, etc.
3. Support team performance by adhering to the requirements of the Internal Audit Charter and Quality Assurance and Improvement Programme
4. Advise management on internal controls during process and procedural change
5. Personally undertake risk based audit reviews across a range of different services and operational policing areas
6. Develop risk based audit briefs in consultation with operational managers and portfolio owners
7. Make formal recommendations to management to address weaknesses and drive improvements in risk, governance and control frameworks
8. Prepare comprehensive evidence based working papers to a professional standard to support findings and recommendations reported
9. Produce clear and concise audit reports identifying risks, weaknesses, root causes and mitigations and present to a range of audiences
10. Assist the Head of Internal Audit or Principal Auditor with investigations in accordance with the Fraud Response protocols of West Midlands Police and Crime Commissioner and West Midlands Police.
11. Build, maintain and manage effective relationships with a wide range of colleagues
12. Keep abreast of issues affecting internal audit, and the wider public sector and Policing.
13. Promote the highest standards of ethics and professional standards across the organisation based on the principles of integrity, objectivity, competence and confidentiality
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| **Other responsibilities:** |
| * Take personal responsibility for professional development and maximise own resources in a way that reflects the values of the Police and Crime Commissioner West Midlands and West Midlands Police.
* Work closely with the other colleagues to improve operational practices and effectiveness.
* Ensure compliance with all OPCC policies, procedures and practices.
* Undertake additional duties as are reasonably commensurate with this post.
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**Person Specification**

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| **Factors** | **Essential** | **Desirable** | **How Identified** |
| Qualifications | Qualified Accounting Technician or equivalent  | Certified Internal Auditor with the Institute of Internal Auditors or a qualified or part qualified CCAB Accountant | Application form |
| Experience  | Experience of:* Internal auditing in a complex organisation
* Working with managers to find effective solutions to address control weaknesses
* Developing risk based audit testing programmes
* Analysing and interpreting data and using information to identify risks and control weaknesses in systems
* Carrying our research using a range of techniques
* Providing proactive advice to a range of stakeholders on process and procedural changes
* Horizon scanning to keep abreast of emerging issues
* Presenting data and information in a range of formats for a range of audiences
 | Experience of:* Working in Internal Audit within the Public Sector
* Undertaking investigations.
 | Application formInterviewTest |
| Knowledge and skills | * Good understanding and knowledge of:
* Public Sector Internal Auditing Standards
* Current issues facing internal audit, the Public Sector and Policing
* Risk, governance and internal control frameworks
* Effective communication and presentation skills
* Strong negotiating and influencing skills, voicing opinions in a logical and coherent manner
* Excellent writing skills
* Ability to utilise a full range of standard office IT software/ packages
* Demonstrate objectivity and independence
 | * Understanding of the work of the Police and Crime Commissioner and Police Forces
* Experience of using specific audit software to record audit findings and produce reports, e.g. Galileo.
* Experience of using data analytical tools to analyse and interpret information
 | Application formInterviewTest |
| Personal Qualities | * Proactive self-starter
* Ability to prioritise and manage own workloads and competing priorities and meet deadlines
* Seeks to improve ways of doing things and looks for new challenges
* Ability to work as part of a team to achieve service objectives
* Commitment to continuous professional development
* Committed to providing a quality service and to continuous improvement
* Demonstrates motivation and encourages other members of the team
* Uses initiative and makes informed decisions to achieve the services goals
 |  | Interview |