



Post Title	Auditor
Department	Finance
Division	Audit and Counter Fraud
Grade / salary	D
Reports to	Audit Manager
Date prepared	February 2017, updated February 2019

Job Purpose

1. To provide an audit service to both Lewes District Council and Eastbourne Borough Council undertaking specific audit reviews, unplanned ad hoc exercises and where required consultancy projects.
2. To ensure that the service provided to the Division's clients are to a high standard at all times.

Key Tasks

1. To undertake annual testing of the Councils' key financial systems.
2. To undertake systems audits as allocated from the Internal Audit Plan.
3. To undertake testing of the Housing Benefit Subsidy Claim in support of the Senior Auditor when required.
4. To undertake audits in accordance with the Internal Audit Service prescribed procedures and approach. This will include to:
 - Draft terms of reference for each audit to be agreed by the Audit Manager.
 - Perform audit reviews by documenting systems of operation, assessing evidence and carrying out tests to evaluate internal control, governance and risk management arrangements.
 - Prepare appropriate working papers and files which identify potential weaknesses in internal control, governance and risk management arrangements.
 - Form recommendations for improvements to the system being reviewed.
 - Prepare draft and final reports to a high professional standard and agree them with the Audit Manager prior to being agreed with the client manager.
 - To liaise with client managers on the content of internal audit reports.

5. To undertake unplanned audits as required.
6. To advise on the control aspects of major system implementations and Council projects where required.
7. To provide professional and technical audit advice and guidance on financial/non-financial audit and control matters.
8. To provide general financial advice regarding the interpretation of Financial and Contract Procedure Rules.
9. To promote Audit within both councils and maintain good relations and the good reputation of the Internal Audit Service by ensuring audit work is undertaken with integrity, competence, objectivity and confidentiality.
10. To ensure that appropriate regulations, professional standards and guidelines (including the Public Sector Internal Auditing Standards) are followed in the provision of Internal Audit Services
11. Work in partnership with the External Auditor to ensure that reliance can be placed on the internal audit work undertaken.
12. To represent Internal Audit at inter departmental meetings, working groups or inter authority meetings as required.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Councils' activities
4. To understand and apply the councils' Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. You will be required to support Lewes District and Eastbourne Borough Councils' corporate priorities and to ensure business continuity e.g. emergency response, elections, deployment to critical services.
7. To work within the Councils' Core Competencies Framework. Central to the delivery of the role are the values and behaviours set out below. These are

shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision – Shaping the Future	<ul style="list-style-type: none"> • Understands the Council's purpose, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Provides the right information to the right people, at the right time, via the right method. • Works positively to gain understanding from others.
Driving Improvement, Performance and Results	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council.
Self Management – self motivated and professional	<ul style="list-style-type: none"> • Is organised and uses time and technology efficiently. Adopts a flexible approach to change.
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting the needs of internal and external customers, generating high levels of customer satisfaction.
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. Works cooperatively and is committed to building productive, positive relationships. • Demonstrates commitment to achieving overall team objectives.

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION FOR AUDITOR

1. QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">• Minimum of 5 GCSEs (Grade C or above) or equivalent, including Maths and English	<ul style="list-style-type: none">• Member of the Association of Accounting Technicians.• Part qualified (CMIAA)• Information technology or data protection qualifications

2. TRAINING

Essential	Desirable
<ul style="list-style-type: none">• Computerised financial information systems.• MS Office• Data protection• Equalities	<ul style="list-style-type: none">•

3. SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Numerate with strong evaluation and problem solving skills.• A methodical approach and a commitment to high standards of accuracy and attention to detail.• Ability to exercise critical but balanced judgement in identifying problems and present effective, practical and original solutions.• Ability to organise work to ensure deadlines and targets are met.• Ability to write clear, concise and accurate reports that can be easily understood by audit customers.• Ability to develop and maintain effective working relationships at all levels whilst ensuring an appropriate level of independence and confidentiality.	<ul style="list-style-type: none">•

4. KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none">• Understanding of:<ul style="list-style-type: none">➤ Local government functions and operations, particularly internal audit.➤ The role of internal audit in local government.	<ul style="list-style-type: none">• Knowledge of computer systems and controls.• Knowledge of Housing Benefits procedures

5. EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none">• Experience of working in an internal audit environment and/or a financial environment.	<ul style="list-style-type: none">• Computer auditing• Contract auditing• Fraud investigations.

6. PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none">• Willingness to work within the councils' Core competency framework• An engaging, enthusiastic and positive manner with a strong "can do" approach	<ul style="list-style-type: none">•

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies.

TERMS AND CONDITIONS

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Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band D

Salary

The spinal column points (SCP) for the post are as follows:

SCP 15	£23361
SCP 16	£23828
SCP 17	£24305
SCP 18	£24791

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Place of Work

You will be based at Southover House, Southover Road, Lewes, BN7 1AB and 1 Grove Road, Eastbourne, BN21 4TW, but you may be required to work anywhere within the Shared Services boundary.

Agile Working

The Councils have been offering flexible working for some years and is committed to extend agile working with the introduction of office based working, mobile working, flexible and home working. This role has been categorised as:

- Flexible/Office. Works predominately from Southover House and 1 Grove Road offices with cross-site and home working.

Working arrangements for mobile, flexible/mobile and flexible/office workers will vary during the induction/ probationary period and will be reviewed at six monthly intervals.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of one calendar month, to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2019 are:

Pay Range	Contribution
Up to £14,400	5.5%
£14,401 - £22,500	5.8%
£22,501 - £36,500	6.5%
£36,501 - £46,200	6.8%
£46,201 - £64,600	8.5%
£64,601 - £91,500	9.9%
£91,501 - £107,700	10.5%
£107,701 - £161,500	11.4%
More than £161,501	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5%