

Job Pack

Internal Auditor



Lewes District Council



Working in partnership with Eastbourne Homes

Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

Job Description

Post Title	Internal Auditor
Department	Finance
Division	Audit and Counter Fraud Service
Grade / salary	D
Reports to	Audit Manager
Date prepared	September 2022

Job Purpose

1. To provide an effective and innovative audit service to both Lewes District Council and Eastbourne Borough Council evaluating and contributing to the improvement of the councils' risk management, control and governance processes.
2. To ensure that the service provided is always to a high standard and in accordance with Professional Standards and the agreed Audit Manual

Key Tasks

1. To plan and deliver internal audit engagements in accordance with agreed timescales
2. To manage own workload, arranging and agreeing the scope of audits with the Audit Manager and/or Chief Internal Auditor
3. To identify risks, review the adequacy of controls and develop appropriate testing strategies.
4. To carry out testing of controls, including interviewing stakeholders at all levels, and complete working papers
5. To provide constructive challenge and identify efficiency and performance improvement opportunities
6. To communicate audit findings, both verbally and in writing, to a wide range of audiences, including senior management.
7. To make recommendations to improve the councils' risk management, control and governance processes.
8. To prepare clear and concise written reports of work carried out, detailing audit findings and recommendations where appropriate.

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9. To follow-up the implementation of recommendations.
 10. To provide advice as required on risk and control issues, council policy or procedures and best practice.
 11. To represent the internal audit service and contribute to improvement initiatives, project teams and working groups across the councils, adopting a real-time auditing approach where appropriate.
 12. To contribute to the continuing improvement of the Internal Audit function.
 13. To represent the internal audit service at meetings with external partners (e.g. IIA, CIPFA, other local authorities, external audit) and build and sustain professional relationships.
 14. 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.
 15. 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

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 Eastbourne Borough and Lewes District Councils' corporate priorities and to ensure business continuity e.g. emergency response, elections, deployment to critical services.
7. Lewes District and Eastbourne Borough Councils' are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy

and Procedures provides a framework within the Council, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

8. To work within the Council’s Management and Core Competencies Framework(s). 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, context, 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"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance & 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	<ul style="list-style-type: none"> • Self-motivated and professional. • 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 and exceeding 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 co-operatively 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"> • Studying/part qualified Association of Accounting Technician qualification (or Internal Audit equivalent) • Studying/part qualified Certified Member, Institute of Internal Auditors (CMIIA) • Studying Certified Information Systems Auditor (CISA) •

2. SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none"> • Team player • Resilient and tenacious • Ability to use own initiative • 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 provide constructive challenge and identify performance improvement opportunities. • Ability to exercise critical but balanced judgement in identifying problems and present effective, practical and original solutions • Ability to develop and maintain effective working relationships at 	<ul style="list-style-type: none"> • Commitment to continued professional development

<p>all levels whilst ensuring an appropriate level of independence and confidentiality</p> <ul style="list-style-type: none"> • Ability to engage positively and communicate tactfully and efficiently at all levels of an organisation both verbally and in writing. • Ability to write clear, concise and accurate reports that can be easily understood by audit customers 	
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3. KNOWLEDGE

<p>Essential</p> <ul style="list-style-type: none"> • Understanding of the role of internal audit • Awareness of: <ul style="list-style-type: none"> ➢ Local authority services, functions and operations ➢ Corporate governance, risk management and assurance principles and practice ➢ Key business systems, risks and controls 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the key strategic issues affecting local government • Awareness of the Public Sector Internal Audit Standards
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4. EXPERIENCE

<p>Essential</p> <ul style="list-style-type: none"> • Experience of managing own workload and delivering work in accordance with agreed deadlines • Experience of using Microsoft Office software • Experience of working with computerised financial or other 	<p>Desirable</p> <ul style="list-style-type: none"> • Previous internal audit experience and working to professional and/or statutory standards for internal audit • Previous local government experience • Previous experience in financial procedures
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<p>data systems e.g. payroll, creditors, spreadsheets etc</p>	<ul style="list-style-type: none"> • Previous experience of data analysis, extracting, analysing and visualising data • Previous experience of investigating fraud or irregularities, including interviewing, investigation requirements and reporting
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5. PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<p>Essential</p> <ul style="list-style-type: none"> • Willingness to work within the councils’ Management and Core competency frameworks • An engaging, enthusiastic and positive manner with a strong “can do” approach 	<p>Desirable</p> <ul style="list-style-type: none"> •
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All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies.

TERMS AND CONDITIONS

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	£24,423
SCP 16	£24,911
SCP 17	£25,410
SCP 18	£25,919

Hours

The hours for this post are 37 per 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

Your normal place of work will be from home, however you will be required to attend the offices at either Eastbourne or Lewes, or such other places within the boundaries of Lewes District and Eastbourne Borough as may be reasonably required.

In particular, you will be required to:

- Budget for and cover the costs of all expenses incurred (including travel costs) to attend Team Meetings or Events, as well as for training at any of the Councils' sites.
- Budget for and allocate time to travel to appointments in the Councils boundaries where required. For example, visits that need to be performed as part of your role and cannot reasonably or appropriately be carried out remotely.
- Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.

- Continue to participate in all meetings as reasonably required, such as 121 meetings, team meetings, attendance management meetings, or consultations on any proposed changes, such as restructures. Where possible and appropriate, these meetings will be conducted remotely but where it is not possible or it is deemed inappropriate for the meeting to be conducted remotely, you will be required to cover all expenses incurred (including travel) for your attendance at said meetings.

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.

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 months 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 2022 are:

Pay Range	Contribution
Up to £15,000	5.50%
£15,001 to £23,600	5.80%
£23,601 to £38,300	6.50%
£38,301 to £48,500	6.80%

£48,501 to £67,900	8.50%
£67,901 to £96,200	9.90%
£96,201 - £113,400	10.50%
£113,401 - £170,100	11.40%
£170,101 or more	12.50%

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 6.50%