

Audit Manager – Grade 15

Job purpose

To manage and direct a team of staff (working with KMC and other clients) engaged on the

- Continuous audit of a defined range of service,
 - Prevention, detection and investigation of fraud, bribery and corruption,
- and to personally conduct project assignments.

This role is based within [Corporate Strategy, Commissioning & Public Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

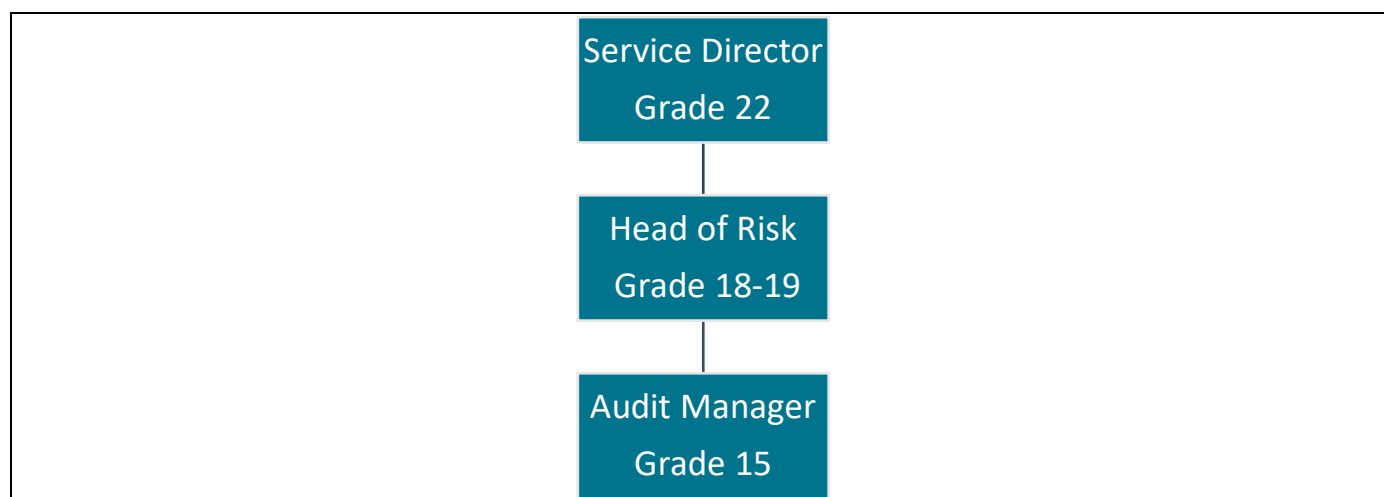
To manage an audit team in carrying out an objective and continuous appraisal of accounting, financial, commercial and business risks and operations.

Duties include:

- Contribute to analysis of risks and determination of audit plans for Council services which meets objectives communicated by the Head of Risk & Internal Audit or the Corporate Governance & Audit Committee, Chief Executive, Director of Finance or Monitoring Officer.
- Report on non-compliance with Financial Procedure Rules, Contract Procedure Rules or policies approved by the Council, and on existing and/or prospective losses due to waste, inefficiency, extravagance, error, fraud, inappropriate systems procedures, or other causes and to advise on appropriate courses of action.
- Ensure internal audit activity complies with the requirements of the Public Sector Internal Audit Standards (and other appropriate national and international standards)
- Plan audit assignments and allocate staff and other resources accordingly.
- Take actions necessary to ensure that the council seeks to prevent, detect and investigate fraud, bribery and corruption.
- Direct, supervise and motivate, staff
- Personally undertake more complex or sensitive assignments as required.
- Produce reports as required relating both to audit and fraud/bribery/corruption findings
- Collaborate with Service Management as required in devising and implementing suitable mechanisms for overcoming deficiencies identified in audit or fraud/bribery/corruption investigation reports.
- Recruitment of staff, performance management and day-to-day supervision.

- Be involved as required in the professional training and development of staff

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience of undertaking internal audit assignments and investigations (or similar analytical/review/consultancy work).	Essential
Experience of providing advice to senior managers within a large organisation.	Essential
A minimum of 3 years post qualification experience.	Essential
Experience of staff supervision.	Essential
Experience of large computerised financial systems.	Essential
Experience of risk assessment and audit planning.	Essential
Member of CCAB recognised professional accounting body, (or full member of IIA, or other agreed professional qualification)	Essential
Demonstration that undertaking action that maintains up to date relevance of accounting/ other appropriate professional qualifications.	Essential
Relevant management training or appropriate experience in a large organisation.	Essential
An awareness of the current issues affecting local government and the financial implications for local authorities.	Essential
An awareness of the various levels of information required by the organisation and an ability to communicate accordingly.	Essential
Ability to develop control and audit awareness with Directors, Heads of Service and Managers.	Essential
Demonstrate an ability to direct, motivate and performance manage audit staff and to prioritise own and team workloads.	Essential
High level of oral and written skills.	Essential
Analytical and critical thinking skills.	Essential
Ability to work effectively in a team environment.	Essential
Well-developed standard of computer literacy.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
A commitment to the implementation of Council Policy and a value for money approach to the provision of local authority services.	Essential
Ability to work under pressure and to tight deadlines.	Essential
Willingness to work on occasions outside normal hours.	Essential
Acknowledgement that hybrid working will include working at an office base, working from home and attendance at other locations as necessary .	Essential
Accepts this post is politically restricted.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

This profile is based on the Finance Manager job family and evaluation.

For Office Use Only:

Job Category	Finance	Grading ID	18650
Job ID	80100150	Last Updated	March 2023
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	H-Sens-Advice to Cllrs
24/7 working	No	Public Holidays	No

DBS Category	No	DBS Type	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		