Birmingham Audit

Principal Auditor

£33,437 - £41,025

2 posts

10 Woodcock Street, Aston, Birmingham, B7 4BL

36.5 hours per week

We are seeking experienced auditors with a proven track record to join Birmingham Audit and work as an integral part of the team.

You will take responsibility for the formation and delivery of the audit plan for a service area or function. Delivering complex and sensitive audit reviews or investigations that will help the Council to ensure that it has appropriate and proportionate controls in place.

You will need to be creative, have strong numeracy and literacy skills, and an analytical and methodical approach to your work. Good communication skills are also essential along with an ability to work independently or as part of a team.

With experience in an internal audit environment you will be qualified with a suitable recognised professional audit or accountancy qualification or equivalent.

In return we offer a fantastic package, including an attractive salary, a generous holiday allowance of 29 days, and a substantial package of benefits and discounts with some of the UK’s top retailers - including top fashion and tech brands, holiday deals and health and wellbeing benefits.

For informal enquiries contact Don Price on 0121 303 2970 or Craig Price on 0121 303 3475

Ref: EC0862017

Closing date: Monday 1st May 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Corporate Resources Directorate

Job Description

Post: Principal Auditor
Salary/Grade: GR5
Division: Birmingham Audit
Section: Service Audit Team

1. **Job Purpose**

   1.1 To be responsible for the delivery of a high quality audit service and the delivery of the audit plan.

   1.2 To complete complex and sensitive audit reviews and investigations as directed.

2. **Duties and Responsibilities**

   2.1 Lead on the completion of complex and sensitive audit assignments and special investigations.

   2.2 Identify key areas for discussion and reporting to clients.

   2.3 Discuss audit findings and recommendations with clients and / or senior audit staff.

   2.4 Prepare and present audit reports and other correspondence as required.

   2.5 Assist the Group Auditor in audit planning and to take a lead on the delivery of a section of the plan.

   2.6 To be proactive in ensuring that performance indicators are achieved across the division.

   2.7 Develop the audit service and approaches to deliver audit reviews, including the use of new technology.

   2.8 Lead on advisory work for client departments.

   2.9 Attend meetings as required.

   2.10 Ensure that work completed complies with relevant performance, quality and professional standards.

3. **Supervision Received**
3.1 Supervising Officer Job Title

Nominated Group Auditor

3.2 Level of Supervision

Plan own work

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

<table>
<thead>
<tr>
<th>Post Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervise and manage auditors and assist in their training as required</td>
</tr>
</tbody>
</table>

5. **Special Conditions**

Observance of the City Council's Equal Opportunities Policy will be required.
Corporate Resources Directorate

Person Specification

Post: Principal Auditor  Grade: GR5
Division: Birmingham Audit  Section: Service Team

Method of Assessment (M.O.A.) AF = Application Form; I = Interview; T = Test or Exercise; C = Certificate; P = Presentation.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
</table>
| **Education/Qualifications** | 1. To possess one or more of the following qualifications or be able to demonstrate extensive experience as per the job description  
- Have a relevant audit or accountancy qualification (e.g. IIA, CCAB, AAT, QiCA).  
- An appropriate management qualification (e.g. MBA, DMS, CMS, CIPD etc). | AF / C  |
| **Experience**            | 2. Extensive experience of working within an internal audit environment and completing complex / sensitive assignments.  
3. Experience of using computer based auditing tools and techniques.  
4. Experience of leading and managing an audit - including the development and delivery of audit programmes in both existing and new and evolving areas of work.  
5. Experience in the motivation, supervision, development and training of staff, including the ability to ensure those supervised meet their targets and deadlines.  
6. Experience of leading advisory / consultancy work. | AF / I  |
| **Skills & Ability**      | 7. Effective analytical, verbal and written communication skills.  
8. Successful and creative problem solving skills, including the ability to identify new ways of working and innovations for developing the audit service.  
9. Ability to plan and make decisions, displaying a high degree of independent judgement  
10. Ability to work as part of a team and manage / prioritise own workload in order to achieve deadlines and performance targets. | AF / I  |
| **Training**              |                                                                                                 |        |
| **Other**                 |                                                                                                 |        |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.