

JOB DESCRIPTION

Role	Senior/Risk and Assurance Auditor	Team	Directorate of Audit, Risk and Assurance
Reports To	Group Audit Lead	Directorate	DARA
Post Reference		Grade	Career Grade 5/6* *Progression to Grade 5 dependent on professional qualification and meeting defined criteria
Purpose of the Role <i>(Give a brief overview of the job, its context in MOPAC and the contribution it makes)</i>			
<p>To assist management of the Directorate of Audit, Risk and Assurance with their responsibilities in achieving the Directorate of Audit, Risk and Assurance Strategic Plan, by reporting on the adequacy and effectiveness of the governance, risk, and internal control framework for MOPAC and the MPS and DARA shared service clients as appropriate.</p> <p>(DARA Client Base: MOPAC, MPS, GLA, LFEPA, LLDC, OPDC, NPCC)</p>			
Main Duties and Key Accountabilities of the jobholder <i>(List the main duties below)</i>			
<ol style="list-style-type: none"> 1. Assisting in effectively planning and scoping audit assignments. 2. Undertaking programmed audit assignments effectively and efficiently under the direction of the Group Audit Lead, ensuring work is produced to the required standard and deadline. Identifying key risks to business objectives, evaluating and testing controls in place and identifying areas for improvement. 3. Liaison with DARA clients' managers in the conduct of audit assignments and under the direction of the Group Audit Lead discussing the findings and actions to address identified risks with them. 4. Advising management on the prevention of fraud - identifying fraud risks in areas under audit review and evaluating and reporting on the effectiveness of controls in place to mitigate those risks and recommend action to strengthen the control framework. 5. Assisting in the production of quality audit reports to meet the required standard for reporting to senior management, communicating audit results and agreeing actions to address areas of improvement. 6. Contributing to the development of Directorate of Audit, Risk and Assurance policies and procedures. 7. Under the direction of the Group Audit Lead, informing and advising management of issues that have risk or control implications by providing ad hoc advice and assisting in systems development work. 			

8. Performing the role of a Risk and Assurance Auditor in support of the shared service agreements across the DARA client base.
9. Developing expertise in, and advising on, specific aspects of the business.

Additional Duties and Accountabilities – Grade 5

1. Client/portfolio lead – responsible for client engagement and management for designated DARA client/ area of specialism.
2. Developing annual plans for designated clients/portfolio area of work for Unit Head approval.
3. Planning and scoping audit assignments with limited supervision.
4. Effectively, leading, managing and completing designated client/portfolio work programme.
5. Producing quality audit reports and agreeing findings and actions to address areas of improvement with limited supervision and input from Group Audit Lead.
6. Portfolio lead for designated area of the business, responsible for leading and advising on audit work under the portfolio and promulgating best practice across the directorate and client base.

Working Relationships and Contacts *(Outline the important relationships that the jobholder must maintain and the sort of issues that must be communicated on and/or engaged with)*

- Liaison with DARA analysts for the provision of data to inform and provide evidence for audit reviews. Orally or via email to clearly identify the details of the data required and what format the results should be in.
- Attend meetings DARA colleagues undertaking audit reviews to ensure that the DARA audit plan is completed. Planning and scope are discussed to avoid duplication and ensure coverage is adequate to satisfy the needs of auditees.
- Liaison with Counter Fraud colleagues in DARA to discuss or to pass on relevant information in relation to suspected or alleged fraudulent activity found in the course of audits. Where appropriate assist in investigations to provide written risk and control advice to improve the control framework and prevent future frauds.
- To ensure effective co-ordination, communication and coverage of relevant issues, liaison with MOPAC colleagues regarding audits in their areas of responsibility.
- Liaison with police officers and police staff, and staff of DARA clients as appropriate, of senior/middle ranks and grades whilst undertaking DARA audits. This involves email communication and face to face interviewing and telephone contact to undertake the review effectively and efficiently.

Additional Grade 5

- Client lead – managing client relationships at senior/middle manager level
- Attending Audit Panel/Committee and engaging members and the Chair
- Portfolio lead - point of contact with specialist area of the business, representing DARA developing and maintaining working relationship
- Periodically attending DARA SLT to discuss audit outcomes in areas of specialism or client base.

Role Requirements *Qualifications and Competencies (academic and professional, knowledge, skills and experience required to do the job)*

Minimum Requirement Grade 6

A recognised qualification in Internal Auditing or Accountancy (at least AAT/PIIA) with current membership of the appropriate professional body, with the following knowledge, skills and experience:

- Good level of practical experience in internal auditing.
- A thorough understanding of systems and risk based auditing.
- Comprehensive knowledge of Internal Audit standards and procedures.
- Good IT skills, competent user of Microsoft Office and IT applications.
- Analytical and enquiring mind with the ability to interpret key data/facts.
- Good oral and written communication skills to produce clear and concise factual findings supporting the reported level of assurance.
- Good interpersonal skills and ability to work effectively with colleagues and DARA clients' managers.
- Effective organisational skills and the ability to work within a busy team working to tight deadlines.
- Working alone or away from the office.
- A personal commitment to and good understanding of diversity and equalities in the workplace.
- The personal qualities and credibility to operate effectively as a representative of the DARA, demonstrating;
 - Tenacity
 - Probity
 - Professional Integrity
 - Drive and Determination
 - Flexibility

Additional Requirement Grade 5

A recognised qualification in Internal Auditing at CMIIA level, or an Accountancy CCAB qualification with current membership of the appropriate professional body, demonstrating the ability to operate at a more senior level with the following additional knowledge, skills and experience:

- Consistently and competently applying audit standards and techniques with limited supervision.
- Applying a higher level of critical thinking to effectively communicate the output from audits to senior managers both orally and in writing.
- Demonstrating expertise in a designated area of business/audit and the ability to develop and lead audit work programmes under this area of specialism.
- Consistently producing good quality audit reports with limited supervision and input from more senior managers
- Highly effective client engagement and management skills
- Managing more diverse and complex workload

Demonstrating the following competencies:

Setting Direction

1. Seeing the Big Picture - Be alert to emerging issues and trends which might impact or benefit own and team's work
2. Changing and Improving - Be prepared to take managed risks, ensuring these are planned and their impact assessed
3. Making Effective Decisions - Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources

Engaging People

4. Leading and Communicating - Communicate in a succinct, engaging manner and stand ground when needed
5. Collaborating and Cross Team Working - Encourage collaborative team working within own team and across the MOPAC
6. Building Capability for All - Proactively manage own career and identify own learning needs with line manager, plan and carry out work-place learning opportunities

Delivering Results

7. Achieving Outcomes - Consider alternative ways of working with stakeholders and contractors to identify more efficient outcomes, balancing cost, quality and turn-around times
8. Delivering Value for Money - Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved
9. Managing a Quality Service - Promote a culture that tackles fraud and deception, keeping others informed of outcomes
10. Delivering at Pace - Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands

General Responsibilities *(Standard to all MOPAC role profiles)*

- To adhere to MOPAC's Equality & Diversity and Equal Opportunities policies in all activities.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.

