

Northumberland County Council
JOB DESCRIPTION

Post Title: Assurance Officer		Director/Service/Sector: Audit		Office Use	
Band: Band 7		Workplace: County Hall			JE ref: 2897
Responsible to: Chief Internal Auditor		Date: May 2022		Job Family:	
Job Purpose and Key Functional Responsibilities: Responsible For: Contributing to the efficient delivery of first class, professional audit, assurance and risk management services to a range of customers, reflecting the business needs and aspirations of these customers, the discharge of sound governance responsibilities and the achievement of organisational goals.					
Job Purpose: To perform, and assist in performing, comprehensive high quality audits to a range of customers, in accordance with the Strategic Audit Plan, under the direction of the Group Assurance Manager or Senior Auditor.					
To analyse available business intelligence from a range of sources, including data obtained from continuous auditing software, and using these results to help determine the effectiveness of the control and governance arrangements within areas audited.					
To assist in delivering the agreed Risk Management Framework, as directed by the Chief Internal Auditor, Group Assurance Manager or Risk Management Officer.					
To act as an ambassador for the Internal Audit and Risk Management service, developing and maintaining a customer-focused approach in all aspects of our work.					
Resources		Staff	No formal reports		
		Finance	Shared responsibility for ensuring the Council’s budget is spent and administered correctly. Ensuring that appropriate levels of control are in place to minimise the risk of financial loss. Audit work carried out to certify grant claims and ensure funding is obtained.		
		Physical	Extensive involvement with Data systems, ensuring they are administered correctly per regulatory requirements and Policies and Procedures		
		Clients	Extensive involvement with all Council Departments, Councillors, etc and with services that have a significant impact on the public. Services provided to partner organisations, including e.g. Homes for Northumberland, Northumberland Inshore Fisheries and Conservation Authority etc.		
Duties and Key Result Areas: Specific duties will vary from time to time; the following list of accountabilities is intended to indicate the general nature of the post and is not exhaustive.					
The postholder is bound at all times to observe the strict rules of confidentiality applicable to the work of Internal Audit and Risk Management; and in particular to observe the Ethical Protocol developed specifically for all shared service responsibilities, ensuring that the confidentiality of each client organisation is strictly and expressly observed.					
<div>1. Performs audits, and where necessary assist a Senior Auditor in performing audits, as set out in the programme of work in the agreed Strategic Audit Plan and in accordance with performance standards established within the team.</div> <div>2. Preparation and issue of timely, clear and concise audit reports following the conclusion of each audit assignment; providing information for inclusion in the reports of a Senior Auditor as directed.</div> <div>3. Effectively communicating outcomes from audit findings, both verbally and in writing, focusing on areas of risk, control and materiality, demonstrating an understanding of clients’ business goals, and expressing findings and recommendations fairly and proportionately.</div> <div>4. Analytical review of business intelligence gathered from a range of sources, including continuous auditing software, to efficiently identify control issues and to ensure that management are made aware of any governance or risk issues which become apparent from this evaluation; recommend practical steps and controls that management should consider implementing following this process.</div>					

5. Assist, as directed, with the delivery of the agreed Risk Management Framework, including provision of risk management advice and contributing to workshops and training events on effective risk management.
6. Maintaining professional working papers and evidence trails for review, in accordance with performance standards established within the team.
7. Effectively managing and monitoring own performance against time allocations and quality standards for each assignment, as set out in performance standards established within the team.
8. Delivering a range of ad-hoc assignments and other assurance services as directed by a Senior Auditor, for example in relation to the Schools Financial Value Standard.
9. Attendance at meetings and working groups, as directed.
10. Operating to the standards laid down in the Public Sector Internal Audit Standards, legislation, performance standards established within the service and any other relevant professional guidance.

Work Arrangements

Transport requirements:	Travel to other premises to discharge all duties of the role.
Working patterns:	Normal office hours but flexi-hours apply.
Working conditions:	Home/Office based

Northumberland County Council
PERSON SPECIFICATION

Post Title: Assurance Officer		Director/Service/Sector:	Ref: 2897
Essential	Desirable		Assess by
Qualifications and Knowledge			
AAT, IIA or other suitable professional qualification, qualified or part qualified. Knowledge of professional theory, practice and procedures in relation to internal audit and risk management. Understands the diverse functions of the Council. An active appreciation of the procedural and practical issues relating to audit and risk management. An awareness of relevant service legislation and the current issues facing Council services, including achieving best practice and best value. Understands the relationship between costs, quality, customer care and performance. Evidence of ongoing Personal Development.	A degree or relevant professional qualification. Knowledge and understanding of local government finance. Risk management training.		
Experience			
Competence in using Microsoft Office, Oracle applications, word processing, spreadsheets and database systems. Experience in achieving results through effective partnership and collaboration. Extensive knowledge and experience in undertaking internal audit reviews within a large and complex organisation and acting on findings. Ensuring a professional output on individual pieces of work. An active desire to provide effective customer centred services. Understanding of client/contractor relationships.	Experience in project management. Experience of the practical application of computer assisted audit techniques, and dedicated auditing and risk management software.		
Skills and competencies			
Excellent written and oral communication skills; excellent written business English. Strong problem solving and analytical skills, including the development of practical solutions. Well developed ICT skills and ability to understand and develop the use of ICT to achieve work objectives. Numerate and able to quickly and accurately analyse complex information and statistics. A strong corporate orientation and commitment to tackling issues in a non-departmental manner. Good advocacy and negotiation skills, particularly in relation to contentious audit findings. Confident and competent in expressing own views – an active participant in meetings. Ability to work methodically and systematically. Time management skills.	Good presentational skills		

Adopts a collaborative and team working approach with the ability to build excellent working relationships. Good knowledge and understanding of the role of risk management and developing effective systems to minimise risk in a dynamic work environment.		
Physical, mental, emotional and environmental demands		
Ability to deal with conflicting demands within tight time-frames. Good time management, planning, organisational skills and flexibility in work in order to deliver to tight deadlines. Need to maintain general awareness with lengthy periods of enhanced concentration. Dealing with contentious audit findings, and working with clients who may become defensive.		
Motivation		
Dependable, reliable, a good timekeeper. Demonstrates and encourages high standards of honesty, integrity, openness and respect for others. Helps to create and encourages a positive work culture, in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Able to work with minimum supervision.		
Other		
Willingness to take responsibility for the integrity of information. Practical and solution focused. Inclusive team player who can work collaboratively and effectively across boundaries. Ability to develop good working relationships Council-wide. Ability to work in a team to meet team targets and deadlines. Self motivated, positive and resilient. A reasoned and calm approach in dealing with issues as these arise. Ability to maintain a tactful and diplomatic approach.	A full driving licence	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits