

## JOB DESCRIPTION

<b>Post:</b>	Internal Audit Manager
<b>Directorate:</b>	Performance
<b>Department:</b>	Performance and Audit
<b>Reports to:</b>	Head of Performance and Audit. The post holder will also have right of access to the Chief Executive and Chair of the Performance and Audit Committee.
<b>Location:</b>	Based in Armagh. The successful candidate must be flexible in working across all sites.
<b>Salary:</b>	PO5 SCP 38 – 41 £40,760 – 43,662 per annum (subject to review)
<b>Responsible for:</b>	Internal Audit
<b>Hours:</b>	37 hours per week Monday-Friday and additional hours as necessary. Evening and weekend working may also be required.
<b>Duration:</b>	Permanent

*All employees are expected to model the Customer Care behaviours of “Serve Passionately, Engage Positively and Deliver Consistently.”*

### JOB PURPOSE:

To assist the Head of Department in setting the strategic vision and direction, developing and managing the Department in the delivery of its functions and be responsible for the management of the Internal Audit Business Unit. As Chief Audit Executive, the post holder will lead the focus and work agenda in relation to Internal Audit, providing independent and objective assurance and consultancy activity to add value and improve the Council's operations.

Working collaboratively, fostering and sustaining effective relationships within Council and externally to advance Corporate and Departmental objectives, the post holder will support the relevant Committees and undertake research and appropriate policy development as well as developing a corporate outcomes focus, including setting and achieving the Department's key outcomes and targets.

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## **MAIN DUTIES AND RESPONSIBILITIES:**

1. Develop risk-based effective internal audit strategies and plans in consultation with senior management and the Performance and Audit Committee, linked to organisational objectives and priorities, ensuring effective implementation and performance management.
  2. Manage and undertake internal audits and reviews to include programming of audit-related work and delivery of professional and timely reports.
  3. Champion best practice in governance as well as objectively assessing and evaluating risk exposures, including fraud risk, the adequacy of governance and management of existing risks and advise on responses to emerging risks and proposed developments.
  4. Prepare the Council's Annual Governance Statements.
  5. Provide consulting, advisory and investigatory services subject to adequate safeguards to independence and objectivity/integrity such as prior approval of any such 'non-assurance' work and confirmation that any such work will not impinge on the ability to deliver a comprehensive annual opinion or create potential for any conflicts of interest.
  6. Provide professional audit support to test adequacy of Council Business Continuity arrangements.
  7. Prepare and present reports to Elected Members at relevant Committees/Council, the Executive Management Team (EMT) and Heads of Department (HOD) as required.
  8. Where appropriate, lead on or provide support and assistance to develop relevant Council strategies and policies to reflect best practice.
  9. Take a proactive role that offers new insights and considers future impacts in relation to governance and risk for effective provision of the Internal Audit function.
  10. Develop, maintain and co-ordinate effective internal and external relationships which support the work of the Performance & Audit Department.
  11. Manage and develop staff to ensure that they and any employees for which they are responsible:
    - Promote a "One Council" approach;
    - Operate within Council policies;
    - Effectively manage their teams, positively contributing to wellbeing and high levels of employee engagement;
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- Implement and review appropriate training and development programmes for employees to ensure sufficient skills, capacity and knowledge within the service.
  - Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
  - Efficiently and effectively manage available resources;
  - Work in a corporate and collaborative way with other services and departments;
  - Deliver their agreed targets.
12. Contribute to the development of the Department's annual Business Plans, the Department's Business Continuity arrangements and Risk Register.
13. Develop an annual Internal Audit Business Unit Plan including measurable objectives linked to the Department's Business Plan and assist the Head of Department in the development, delivery and monitoring of the Department's Business Plan, Internal Audit Business Unit Plan and relevant improvement plans.
14. Prepare budget estimates for the Annual Rates Review Process and manage budgets, ensuring compliance with Council policies and financial regulations.
15. Assist with the creation of a high-performing Department by ensuring the Department's compliance with legislative and Council requirements as well as contributing to the development, implementation and monitoring of Departmental objectives and targets.
16. Take overall responsibility for the effective management and resolution of stakeholder queries and complaints, Freedom of Information and other information requests pertaining to Internal Audit.
17. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.
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