

JOB DESCRIPTION

Job Title: INTERNAL AUDITOR
Band: A4C Band 5
Directorate: Internal Audit / Finance
Reports to: Internal Audit Manager
Accountable to: Head of Internal Audit
Professionally Accountable to: Head of Internal Audit
Responsible for: Supervising and coaching trainees
Main Base: York Hospital or Dewsbury Hospital with travel as required to all client sites, currently across North and West Yorkshire

Contract Status: Permanent

JOB SUMMARY/ PURPOSE:

Audit Yorkshire (AY) is a shared services consortium of some 50 staff providing internal audit, anti-crime and advisory services to (currently) 28 mainly NHS organisations in North and West Yorkshire. The consortium is hosted by York Teaching Hospital NHS Foundation Trust (YTHFT).

Internal Audit provides independent assurance in respect of the effectiveness of governance, risk management and control.

The Internal Auditor will take responsibility, with support from managers and senior auditors, for performing a broad range of audit assignments to the required standards and within the agreed budgets and timescales across a range of the consortium's members/clients.

The Internal Auditor will maintain and develop professional, positive and constructive relationships with the Member/ client organisations' Directors, Senior Managers and other staff in order to enhance the team's image and the quality of the service provided.

ORGANISATIONAL CHART:

Please see appendix for current structure.

KEY RELATIONSHIPS:

Internal: All staff within the Consortium,

External: All levels of Member/ client management, External audit, other internal audit providers and other review bodies.

KEY DUTIES:

- To undertake high quality risk based audits in a manner which reflects professional standards e.g., Public Sector Internal Audit Standards, AY's internal procedures and protocols and the Member/ Client's procedures and protocols.
- To maintain and develop professional, positive and constructive working relationships with staff at all levels in client organisations and own colleagues. To ensure that professionalism, integrity, competency and objectivity can be demonstrated in all work undertaken.
- To prioritise and manage own workload to deliver to time and quality requirements, to monitor and communicate progress against plans and to demonstrate flexibility in project completion. The post holder will be required to meet agreed budgets and other performance indicators agreed with clients.
- To work as part of a team, and also undertake individual audits with moderate levels of supervision, including occasionally of new areas. Audits will consist of liaising with Member/client staff at all levels, extracting, recording, analysing, evaluating and reporting on various information including some of a contentious and/or confidential nature.

KEY RESPONSIBILITIES:

- Undertake all types of audits, risk assessment and consultancy assignments in accordance with the Public Sector Internal Audit Standards and Audit Yorkshire's own procedures and guidance.
- Compile and maintain audit working files which effectively provide documentary evidence to support audit conclusions and reports
- To develop a plan for testing the system's weaknesses and controls, including sample selection and testing strategies. To evaluate this system to ensure that objectives are achieved. To plan workload to ensure that individual audits are completed within allocated time. To write concise and constructive reports to the standard required by the Head of Audit Services and client showing findings and recommendations. To propose changes to working practices and procedures.
- Completion of reports reflecting audit findings, and discussion of findings and recommendations with relevant managers.
- Make recommendations as appropriate often involving significant proposed changes to working practices and procedures.
- Manage own work to ensure that budgets and timescales are achieved in order to ensure that the annual audit plan is achieved.
- Participate in the development of the internal audit function by promoting / enhancing its image, providing advice, investigating enquiries, co-operating with staff and managers in other disciplines, and taking other appropriate action.
- In consultation with more senior staff, provide advice to the Members/clients managers and technical assistance / advice to other audit staff.
- Provide guidance and support to more junior staff and participate in the induction of new staff.
- Support the Audit Manager in responding to queries from Members / clients.

- To continually keep abreast of new and changes to existing audit techniques, NHS systems and the workings of the NHS (Financial, non financial and clinical areas) and other clients.
- To achieve professional qualifications to the level required as set out in the department's Learning Framework and this Job Description.
- To actively research and seek out opportunities to advance own training and development in line with career aspirations and the Consortium's expectations (including success in achieving progress in professional qualifications where applicable)
- To actively seek opportunities to supervise and motivate others – and ensure that this has delivered positive results in terms of budgets and deadlines and work quality of others.

KEY VALUES:

Audit Yorkshire values:

We Value:	By:
<i>Customer Satisfaction</i>	Respecting and listening to members and clients to retain their loyalty and trust and seeking to exceed their expectations.
<i>Excellence</i>	Committing to being the best we can be, by always seeking to improve
<i>Independence with Integrity</i>	Maintaining credibility by ensuring our actions always match our words and offering supportive challenge.

The Trust expects all employees to demonstrate our values as part of their day to day working lives:

Values, drivers and motivators:

- Caring about what we do.
- Respecting and valuing each other
- Listening in order to improve (always seeking to improve)
- Always doing what we can to be helpful

Providing support by:

- Working in partnership and responding to local needs
- Respecting Differences: Building on similarities.
- Empowering people to be involved in decisions about how we provide care
- Encouraging others to behave respectfully in line with our values
- Suggesting 'Values Behaviours' to influence and perform efficiently in line with our brand.

STANDARD GENERIC ITEMS

The post holder will uphold and support these values in accordance with the Personal Responsibility Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder is responsible and accountable for their own practice in line with Trust Infection Prevention and Control policies that reflect evidence, best practice and legislative requirements.

The post holder will have the appropriate level of child protection and adult safe guarding knowledge, skills and practice required for the post and is aware of and complies with the Trust's child protection and adult safe guarding policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- Health & Safety: Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.
- Fire: The post-holder must adhere to the Trust's Fire Policy, including attendance at training.
- Working Time Regulations: The postholder must ensure that they do not work more than an average of 48 hours per week based on a 17-week period regardless of whether this is for the Trust as a secondary contract, as overtime, bank/casual, and agency work or with another employer.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones, other than designated smoking areas.

The Trust attaches great importance to sustainability and Corporate Social Responsibility. To achieve this it is the personal responsibility of all staff to ensure that

the Trust's resources are used efficiently with minimum wastage throughout their daily activities. This will include (but is not exhaustive) - recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing and copying. Minimising water usage and reporting any electrical faults, water leakage or other environmental concerns promptly. Minimising travel or if travel needed utilising low carbon travel options where possible. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact on purchases.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder. The job description will be reviewed annually as part of the Trust's Appraisal process.

JOB DESCRIPTION AGREEMENT:

Job Holder [Print name]	Job Holder Signature
Recruiting Manager [Print name]	Recruiting Manager Signature

PERSON SPECIFICATION

INTERNAL AUDITOR

Criteria	Essential	Desirable
Education, Qualifications and Training*	<p>Qualified AAT</p> <p>or</p> <p>IIA: Successful completion of all three parts of the CIA syllabus.</p> <p>or</p> <p>ACCA: Successful completion of all three papers for the Knowledge level of the syllabus.</p> <p>or</p> <p>CIPFA: Successful completion of all four papers for the Professional Certificate level of the syllabus.</p> <p>Or</p> <p>Equivalent experience to degree level</p> <p>or</p> <p>Clinical Qualification, professional registration and recent NHS experience (with opportunity to pursue CCAB /IIA qualification)</p> <p>Willing to undergo training as necessary to undertake role</p>	<p>Degree- 2.1 or above</p> <p>Willingness to study for a relevant professional qualification</p>
Experience & Knowledge Required	<p>2 Years relevant experience</p> <p>An understanding of auditing and risk management principles in order to be independently competent in routine situations.</p>	NHS experience
Skills & Attributes	<p>Ability to organise and prioritise in order to meet tight deadlines and high standards</p> <p>Clear and effective written and oral communication, analytical, and negotiation skills in particular the ability to write clear and factual reports</p>	

	<p>Able to persuade and negotiate on recommendations with clients to arrive at an agreed position whilst making a positive impact</p> <p>Be literate and efficient in the use of a variety of computer systems and software</p> <p>Assess and assimilate new information quickly to form an understanding of the area and to be able to make decisions to support a conclusion</p>	
Aptitude & Personal Qualities	<p>Flexible & adaptable</p> <p>Ability to work as part of a team</p> <p>Prioritising and organisational skills including time management skills and ability to Multitask</p> <p>Self-motivating</p> <p>Ability to handle confidential/ complex/ contentious information with professionalism and integrity</p>	Credibility with Senior Management
Values, Drivers & Motivators	<p>Ability to demonstrate our organisational values and behaviours:</p> <ul style="list-style-type: none"> - Caring about what we do - Respecting and valuing each other - Listening in order to improve (always seeking to improve) - Always doing what we can to be helpful <p><i>Customer Satisfaction</i></p> <p><i>Excellence</i></p> <p><i>Independence with Integrity</i></p>	
General	<p>Ability to work in various locations which Audit Yorkshire provides services to</p> <p>Willing to travel as required</p>	Car owner / driver with a current licence