

# JOB DESCRIPTION



**Job Title: Head of Audit Partnership**

**Location: Maidstone, Swale, Tunbridge Wells, Ashford with Working From Home**

**Accountable to: MKS Audit Board comprising of Director of Finance and Business Improvement  
Maidstone/Director of Resources  
Swale/Deputy Chief Executive  
Ashford/Director of Finance, Policy and Development  
Tunbridge Wells**

**Grade:14 (£62,817-80,482)**

**Employer: Maidstone Borough Council**

**Combined partnership budget = £745k**

**Number of staff responsible for = 12**

## **PURPOSE OF JOB**

To lead the Internal Audit shared service partnership between Ashford BC, Maidstone BC, Swale BC and Tunbridge Wells BC to provide an efficient and effective internal audit service which fully meets the Public Sector Internal Audit Standards and wider governance support and advice to partners.

## **ROLE**

To play a critical role in delivering the respective Councils strategic objectives by:

- Championing best practice in governance, objectively assessing the adequacy of governance and management of existing risks, commenting on responses to emerging risks and proposed developments.
- Giving an annual internal audit opinion based on an objective assessment of the framework of governance, risk management and control.
- Providing advice and support to member authorities in maintaining strong internal controls and robust financial management and accounting systems;
- Line management will be to the Director of Mid Kent Services

To perform this role the Head of Internal Audit Partnership will:

- Have regular and open engagement across the four Councils, particularly with the respective leadership teams and with the audit committees.
- Lead and direct an internal audit service that is resourced to be fit for purpose;
- Provide suitable advice as required to the member authorities.
- Be professionally qualified and suitably experienced.

## **CORE RESPONSIBILITIES**

- Ensuring conformance with the Public Sector Internal Audit Standards, that service standards are clear and that a suitable programme of work is in place.
- Providing timely independent reports and opinions to officers and members and demonstrating best practice through for example follow up work.
- Establishing effective communication with key individuals, including reporting on internal audit's purpose, authority, responsibility and performance.
- Establishing and maintaining policies and procedures to guide the internal audit activity
- Providing advice to member authorities on internal controls and financial management and accounting systems
- Helping to establish and maintain an appropriate counter fraud culture
- Directing specific investigations into irregularities (including potential fraud) as required
- Overseeing risk management for each partner where required, including maintaining corporate risk registers and reporting
- Ensuring high levels of client satisfaction with the audit service while making sure that the cost of the service remains competitive.
- Maintaining an effective and constructive working relationship with partner organisations including the external auditors for each Council;
- Exploring opportunities to improve efficiency and impact of the service including identifying opportunities for expanding or providing the service to other organisations.
- Assisting management to provide value for money services,
- Providing management with advice on risks and controls relating to new policy initiatives, and
- Contributing to the corporate discussion in each of the authorities.
- As an Employee of Maidstone Borough Council
  - To undertake any training and development as required
  - To comply fully with the Council's Equal Opportunity Policy
  - To comply fully with the Council's Health and Safety at Work Policy
  - To comply fully with the Council's IT Security Policy
  - To undertake other duties commensurate with the grade of the post

# PERSON SPECIFICATION

## JOB TITLE: Head of Audit Partnership



Attributes:		Essential/Desirable
Education and Training	<ul style="list-style-type: none"> <li>➤ I CCAB or equivalent</li> <li>➤ Additional Management Qualification</li> </ul>	<p>Essential</p> <p>Desirable</p>
Experience	<ul style="list-style-type: none"> <li>➤ Minimum two years audit management experience</li> <li>➤ Minimum five years internal audit experience</li> <li>➤ Previous experience of working in a shared service environment (or similar)</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Skills and Abilities	<ul style="list-style-type: none"> <li>➤ Ability to demonstrate leadership and be an ambassador for internal audit.</li> <li>➤ An appreciation of the shared Internal Audit Service as a 'business' and the ability to expand the client base where this is agreed by the partners; and be commercially astute</li> <li>➤ Ability to build constructive relationships with senior management and Members and in particular with the Section 151 officer, the Chief Executive, and the audit committee.</li> <li>➤ Ability to create, communicate and implement a vision for the internal audit service.</li> <li>➤ Strong influencing and interpersonal skills</li> <li>➤ Excellent communication skills</li> <li>➤ To assist management in providing value for money services</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Knowledge	<ul style="list-style-type: none"> <li>➤ Considerable knowledge of best practice internal audit, control governance and risk frameworks and methodologies</li> <li>➤ Technical awareness – of Internal Audit professional issues and developments</li> <li>➤ Understanding of each authorities objectives/priorities/culture</li> <li>➤ Understand the internal audit and regulatory environment applicable to local government</li> <li>➤ Understand the legislative and contractual elements that shape the basis for internal irregularity or fraud investigations</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>

Personal Attributes	<ul style="list-style-type: none"> <li>➤ Highly developed communication and influencing skills with gravitas and ability to build relationships at a senior level.</li> <li>➤ Broad thinker, capable of quickly interpreting information and presenting arguments in a clear and reasoned way</li> <li>➤ Thorough and accurate, capable of identifying the key issues without getting lost in the detail</li> <li>➤ Accountable for own decisions and actions while respectful of the professional responsibilities of others</li> <li>➤ Ability to challenge constructively and persuasively</li> <li>➤ Politically astute, self-confident demeanour and mature social skills</li> <li>➤ Able to adjust to new/changed working environments</li> <li>➤ Strong personal ethical standards</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>
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## COMPETENCY PROFILE

Service	<ul style="list-style-type: none"><li>• Assertive and proactive with commitment to high standards of service delivery</li><li>• Analytical skills</li><li>• Ability to work in a challenging environment and cope with change</li><li>• Able to work at pace, demonstrate enthusiasm and deliver results.</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills</li><li>• Effective negotiating, influencing and decision making skills</li><li>• Developed leadership skills to encourage teamwork</li></ul>
Responsibility	<ul style="list-style-type: none"><li>• Self-motivated with the ability to balance short, medium and long term objectives for the effective delivery of programmes of work.</li><li>• Flexibility to juggle a range of projects and issues</li><li>• Ability to work under pressure and to tight deadlines</li></ul>
Integrity	<ul style="list-style-type: none"><li>• Effective in diplomacy, negotiation and political sensitivity as well as the ability to communicate to a variety of audiences</li><li>• Developing effective internal and external relationships</li><li>• Demonstrating high levels of trust and personal accountability.</li></ul>
Value for Money	<ul style="list-style-type: none"><li>• Right first time approach</li><li>• Always weighs up options to deliver cost effectiveness</li><li>• Ensuring commitments are delivered within budget, on time and in line with expectations.</li><li>• Flexible and innovative and a lateral thinker.</li></ul>
Equality	<ul style="list-style-type: none"><li>• Awareness and commitment to promoting equal opportunities</li><li>• Be open to new ideas and concepts</li></ul>