

JOB DESCRIPTION

JOB TITLE:	Senior Auditor
PLACE OF WORK:	As specified in contract of employment
GRADE / SPINE POINT:	Grade 6
ALLOWANCES:	Standard SWAP mileage rate
REPORTS TO:	Assistant Director
SUPERVISORY RESPONSIBILITIES:	As stated below
FINANCIAL RESPONSIBILITIES:	None

Main Purpose of the Job

To implement and supervise all types of Audits and other audit work as directed by the Assistant Director and in accordance with the Code of Ethics and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors. This job description should be read in conjunction with item C17, *Senior Auditor Responsibilities*, of the Internal Audit Manual.

Summary of Responsibilities and Duties of the Job

1. To carry out audit reviews without supervision and to a standard as set by the Company, as guided by the Assistant Director and the Director of Planning.
2. To be responsible for the mentoring and direct supervision of auditors. This includes monitoring performance and quality and providing advice and guidance, as required. The Senior Auditor, in conjunction with their Assistant Director, will also approve timesheets and authorise leave and expense claims, for the staff assigned to them.
3. To initiate the audit process, including meeting with the client manager to discuss the objectives and scope of the audit review.
4. To ensure the design and completion of all aspects of the audit process, including the design of appropriate tests, in respect of every audit to a standard determined by the Company.
5. To ensure a draft audit report is produced in respect of every audit undertaken and within a time scale agreed with the client manager. To ensure that recommendations in audit reports are agreed with client managers including implementation dates of same.
6. To liaise with all levels of management, as required, with regard to the audit process including agreeing recommendations in reports with client managers and agreeing implementation dates of same.
7. To provide assistance and advice to managers, as required, on the management of their risks.
8. To carry out follow-up reviews, as directed by the Assistant Director and the Director of Planning, to ensure compliance with previously agreed recommendations.

9. To assist other members of staff of the Company as and when required.

10. To carry out any other reasonable duties as required by the Company.

External and Internal Contacts

Councillors, senior members of staff and external agencies.

Face to face, telephone, written and electronic communication.

Working Environment

Office based. Travel between all principal offices at regular intervals will be essential.

Health and Safety at Work

Every SWAP employee is required to be familiar with, and abide by, the health and safety policy applicable at any site they may be working at.

Data Protection Act 1998

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 1998 and the each Partner's Data Protection Policy.

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