



# JOB PROFILE

<b>Post Title:</b>	Internal Auditor
<b>Directorate:</b>	Internal Audit Services
<b>Responsible to:</b>	Senior Internal Auditor
<b>Responsible for:</b>	None
<b>Grade:</b>	C

## Job Purpose

To improve the lives of all within our community and help the island thrive by providing independent and objective, assurance and consulting services to the Governor, Audit & Risk Committee, Chief Secretary and senior management on SHG's systems of internal controls, governance and risk management.

## Main Duties and Responsibilities

1. Develop audit work programs to be reviewed by the Senior Internal Auditor (SIA) prior to commencing test work in order to maintain consistent, effective audit coverage.
2. Evaluate the design and operating effectiveness of the system of internal controls and governance in line with established frameworks, policies and procedures and legislative requirements.
3. Preparing first draft audit reports for review by the SIA.
4. Complete audit assignments in line with agreed objectives and timelines.
5. Perform audit assignments at the expected level of quality to reduce management time required reviewing work.
6. Assist the senior internal auditor in maintaining the Internal Audit Recommendation Tracker ensuring it is up-to-date with relevant new recommendations and progress on outstanding recommendations and actions.
7. Undertake agreed training diligently in line with the agreed Internal Audit training programme.
8. Perform any other tasks assigned by line managers.

## Special Conditions

There are no special conditions associated with this role.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In



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addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> Required Professional Competency standards met	ii
<b>Planning &amp; Delivery of Work:</b> Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	ii
<b>Analysis and use of Information:</b> Gathers, summaries and interprets data with attention to detail. Follows guidelines for identifying problems and capable of resolving day-to-day problems.	ii
<b>Decision Making:</b> Ability to act on own initiative and confident to making decisions within policy guidelines.	ii
<b>Working with Others:</b> Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements	ii
<b>Communication:</b> Good oral and written communication and ability to record factual information accurately.	ii
<b>Influencing and Persuading:</b> Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
<b>Dealing with Change:</b> Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	ii
<b>Continuous Improvement:</b> Willing to learn and develop in job role.	i
<b>Managing Resources:</b> N/A	i



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE Maths and English at Grade C or above	E	√	
Certified Internal Auditor (CIA) Part 1; or FIA Introductory Certificate in Financial and Management Accounting or equivalent	E	√	
<b>Knowledge &amp; Experience:</b>			
1 year work experience	E	√	
Awareness of risk management, governance, control	E	√	√
<b>Skills and Abilities:</b>			
Good communication, interpersonal and stakeholder management skills.	E		√
Ability to work as part of a team and individually.	E		
Excellent IT skills in particular, MS Excel, Word and PowerPoint.	E	√	√
Excellent attention to detail.	E		√
Strong numeracy and analytical skills.	E		√
Ability to analyse statistical and other information.	E		√
Excellent time management	E		√
Good interviewing and good negotiating skills	E		√
Ability to plan ahead and prioritise workload to meet tight deadlines, with good organisational skills.			√
Able to maintain confidentiality and deal with sensitive issues appropriately.	E		√
<b>Other:</b>			
Willingness to work flexibly.	E		
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		
Work to the Institute of Internal Auditors (IIA) Standards	E		√

### Our Values

FAIRNESS



# PERSON SPECIFICATION

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We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

## INTEGRITY

We communicate openly and we are honest, accountable and ethical.

## TEAMWORK

We work together and we support each other.

## Professional or Career Progression Cadre Competency Framework

The internal auditor delivers engagements, as Lead Auditor for lower risk engagements, or as part of a team led by a more senior colleague, in line with quality, time and budget requirements.

### 1. Profession Standards

- Applies the International Professional Practices Framework (IPPF) and Public Sector Internal Audit Standards (PSIAS).
- Demonstrates current knowledge of the IPPF and PSIAS and understands how to use and apply the requirements of the standards across the audit lifecycle.
- Consults if applicability is unclear.
- Demonstrates due professional care and considers own objectivity and independence.

### 2. Governance, risk & control

- Applies a thorough understanding of governance, risk and control appropriate to the customer organisation.
- Applies knowledge of corporate governance, risk management and controls concepts to audit work.
- Considers proposed improvements against organisational objectives and capabilities.
- Demonstrates awareness of fraud risk when undertaking engagements.

### 3. Business Acumen

- Maintains expertise of the business environment, industry practices and specific customer organisation factors.
- Develops appropriate managerial, operational, financial, HR, and IT knowledge to undertake assigned engagements.
- Considers the organisation's mission, strategic objectives, business and culture.

### 4. Engagement Delivery

- Delivers internal audit engagements to required timescales, budget and quality levels.
- Applies SHG internal audit methodology to meet specific engagement objectives.
- Demonstrates efficiency and persistence when undertaking engagements.
- Understands key risks and controls relevant to the engagement.
- Obtains reliable, relevant and sufficient evidence, presenting it effectively.
- Considers the results, conclusions and recommendations made.



## **PERSON SPECIFICATION**

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### **5. Effective Communication**

- Communicate purpose and direction with clarity, integrity and enthusiasm.
- Understanding the unique needs of the audience.
- Produces clear, concise, straightforward, honest and engaging communications, using media appropriate to the audience.
- Conducts difficult conversations confidently, sensitively and respectfully.
- Remains open to differing ideas and views.
- Considers effectiveness of own communications, demonstrating improvement where necessary

### **6. Influencing & Collaboration**

- Influences and motivates others through collaboration to deliver objectives, whilst respecting the needs and opinions of others.
- Develops stakeholder relationships by understanding their objectives, priorities and timescales.
- Shares knowledge, information and learning, actively supporting the team to meet its objectives.
- Involves others readily, seeking their input, appreciating their contribution, routinely offering help and support.

### **7. Improvement & Innovation**

- Embraces change and drives improvement and innovation
- Contributes to opportunities for continuous improvement.
- Understands new priorities and applies change within own sphere of responsibility and areas of work.
- Considers the risks associated with change and adapts work activity to manage these.
- Maintains personal performance and effectiveness in changing and ambiguous environments

### **8. Professional Ethics**

- Conducts role in line with relevant codes, values and behaviours.
- Obtains business knowledge and professional competence through continuing personal development.
- Understands and complies with SHG policies, practices and procedures.
- Shares concerns regarding behaviour that compromises relevant codes, values and behaviour