



# JOB PROFILE

<b>Post Title:</b>	Senior Internal Auditor
<b>Directorate:</b>	Internal Audit Service.
<b>Responsible to:</b>	Internal Audit & Risk Manager
<b>Responsible for:</b>	<i>None</i>
<b>Grade:</b>	D

## Job Purpose

The Internal Audit team is responsible for 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.

The Senior Internal Auditor (SIA) will add value to SHG operations and contribute towards the achievement of SHG objectives through delivering selected internal audit assignments (planning, executing and reporting) from the agreed Internal Audit plan. The SIA will also perform special investigations under the supervision of the Internal Audit & Risk Manager.

## Main Duties and Responsibilities

- Assigning tasks and reviewing work performed by internal auditors and internal audit associates.
- Ensure responsible members of management have been made aware of and understand the audit objectives and scope.
- Evaluate the design and operating effectiveness of the system of internal controls, adherence to established policies and procedures, and legislative guidance.
- Maintaining an effective filling
- Multi-task between different audit assignments/projects.
- Complete audit assignments in line with agreed timelines.
- Leading on selected internal audit assignments from the agreed internal audit plan.
- Carry out, ad hoc investigations which might include (but not be limited to) fraud or HR-related investigations.
- Maintaining the Internal Audit Recommendation Tracker ensuring it is up-to-date with relevant new recommendations and progress on outstanding recommendations and actions.
- Follow-up with responsible officer where relevant which could result in renegotiating actions that are acceptable to both parties.
- Set personal annual objectives and contribute to one to one session, mid-year appraisal and annual performance review. This includes completing self-assessments on completion of assignments for self and members of the team.
- Undertake agreed training diligently in line with the agreed St Helena Internal Audit training programme.



# JOB PROFILE

- Hold direct reports accountable for managing and developing their assignments to ensure the Internal Audit service goals are achieved and customers satisfied.
- Be responsible for the monitoring and reporting progress made by management in implementing recommendations and agreed deadlines in accordance with agreed deadlines and protocols.

## 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 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> Requirements for Continuous Professional Development met in terms of requisite number of hours/number of development sessions, etc., and when necessary submitted to Professional Institute to maintain professional status.	iv
<b>Planning &amp; Delivery of Work:</b> Plans and organises work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance.	iii
<b>Analysis and use of Information:</b> Interprets complex written information. Assesses the validity, relevance and limitations of difference sources of evidence, and generates a range of options and appraises them based on evidence available.	iv
<b>Decision Making:</b> Clarifies highly complex and disparate information to inform decision making, while also facilitating others to take creative decisions and generate solutions to meet organisational needs. Considers internal and external influences in complex decision making and problem solving including significant long-term implications these may have on the organisation.	iv
<b>Working with Others:</b> Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.	iii
<b>Communication:</b> Varies language and content by explaining and using examples to ensure understanding of audience. Highlights key points for summary from detailed and complex documents	iv
<b>Influencing and Persuading:</b> Recognises and anticipates the needs of senior managers and government officials	iv



## JOB PROFILE

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and influences to maintain a balance between individual motives and directorate requirements, and ensures strategies to support a diverse workforce are implemented. Varies style of communication to have maximum impact on audience and presents unpopular messages confidently.	
<b>Dealing with Change:</b> Presents the business need for change and encourages and enables employees to contribute to and focus on the positive aspects of change as well as anticipate any obstacles.	iv
<b>Continuous Improvement:</b> Sets SMART objectives for team and evaluates them and where necessary motivates team members to improve and develop their performance.	iii
<b>Managing Resources:</b> Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	ii



## 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 Diploma in Accounting and Business/ ACCA Fundamentals Knowledge or equivalent; or	E	✓	
FIA Diploma in Accounting & Business Studies.	E	✓	
<b>Knowledge &amp; Experience:</b>			
3 Years' experience in providing internal control, governance, risk management assurance, 1 year being at managerial/ supervisory level	E	✓	
Awareness of risk management, governance, control processes.	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	✓	
Highly organised and comfortable working autonomously	E	✓	✓
Excellent attention to detail.	E	✓	✓
Strong numeracy and analytical skills.	E	✓	✓
Able to maintain confidentiality and deal with sensitive issues appropriately.	E		✓
Ability to plan ahead and prioritise workloads to meet tight deadlines, with good organisational skills.	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	✓	✓



# PERSON SPECIFICATION

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## Our Values

### FAIRNESS

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 senior internal auditor delivers medium risk engagements individually or leading a small team of auditors, in line with quality, time and budget requirements.

### 1. Profession Standards

- Maintains current knowledge of the IPPF and PSIAS and explains 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.
- Identifies and addresses non-compliance.

### 2. Governance, risk & control

- Shares and explains corporate governance, risk management and controls concepts when undertaking audit work.
- Evaluates customer frameworks for governance, risk and control.
- Recommends improvements that support organisational objectives and capabilities.
- Demonstrates awareness of fraud risk when undertaking engagements

### 3. Business Acumen

- Maintains knowledge of the public sector landscape.
- Evaluates political, economic, technological, regulatory and legal developments and the relevance to assigned audit engagements.
- Maintains appropriate managerial, operational, financial, HR, and IT knowledge to undertake assigned engagements.
- Considers the organisation's mission, strategic objectives, business and culture.
- Shares knowledge and understanding with the team.

### 4. Engagement Delivery

- Applies and explains the internal audit methodology.
- Delivers a scope of work and procedures meet specific engagement objectives.



## PERSON SPECIFICATION

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- Demonstrates efficiency and persistence, managing own time and that of others.
  - Evaluates key risks and controls relevant to the engagements.
  - Obtains reliable, relevant and sufficient evidence, presenting it effectively.
  - Critically evaluates results, conclusions and recommendations made.
- 5. Effective Communication**
- Delivers a clear, concise, straightforward, honest and engaging communications.
  - Identifies and uses appropriate media and styles to maximise understanding and impact.
  - Demonstrates confidence, sensitivity, open-mindedness and impartiality in difficult discussions, respecting the diverse interests and opinions of others.
  - Evaluates effectiveness of own and team communications, supporting improvements where necessary.
- 6. Influencing & Collaboration**
- Maintains relationships with a range of stakeholders, demonstrating good understanding their objectives, priorities and timescales.
  - Identifies opportunities to share knowledge, information and learning.
  - Delivers successful, high-quality outcomes through teamwork, investing time to plan and to develop a common focus and team spirit.
  - Makes a positive impact on others, demonstrating credibility and securing respect and co-operation.
- 7. Improvement & Innovation**
- Supports others to identify areas for improvement and simplifies processes to promote efficiency and effectiveness.
  - Encourages others to embrace change, clearly explaining the reasons for change and the intended benefits.
  - Recognises reactions to change and adapts own style to support others.
  - Contributes to insight and proposals for change and improvement.
- 8. Professional Ethics**
- Supports colleagues in following the principles the relevant profession and developing their professional development and competence, by sharing knowledge, expertise and experience.
  - Shares concerns regarding behaviour that compromises relevant codes, values and behaviours.