



JOB PROFILE

Post Title	Principal Auditor
Directorate	Audit St Helena
Responsible to	Financial Audit Manager
Responsible for	<i>Assigned engagement team members</i>
Grade	Audit Cadre Band D

Job Purpose

To manage and undertake the planning and delivery of financial audit engagements across government and other public entities in accordance with auditing standards. To assist in the planning and delivery of performance audits to examine whether value for money is secured in the use of resources.

Key Tasks

1. Manage the planning and delivery of financial audit work across assigned engagements in accordance with International Standards on Auditing and Review Engagements.
2. Preparing audit plans and reporting the results of completed audits to the Financial Audit Manager and maintaining effective client relationship management.
3. Personally undertaking financial audits and performance audits compliant with audit manuals and applicable auditing standards.
4. Oversee or complete the preparation of audit programmes and conduct audit testing on control systems and financial statement balances to test identified risks.
5. Draft engagement letters, audit strategies and reporting outputs to meet professional requirements.
6. Manage and develop audit teams including the coaching, mentoring and performance management of assigned staff members.

Key Responsibilities

1. Prioritise, allocate and supervise work for the audit team appropriately to meet budget and delivery timetable
2. Ensure through timely and effective review that audit work meets quality requirements and accords with documentation standards



JOB PROFILE

3. Perform or supervise the completion of financial audit procedures compliant with the financial audit manual including:
 - a. Identify risk of material misstatement in financial statements
 - b. Document and evaluate accounting system controls
 - c. Design and perform audit procedures responsive to assessed risk
 - d. Analyse and interpret audit evidence and draw rational conclusions
 - e. Report findings and make recommendations for improvement
4. Assist with the planning and delivery of performance audit work compliant with the performance audit manual and guidelines
5. Ensure the confidentiality of audit files and client information
6. Manage the relationship with client management by acting as the key point of contact, interviewing client managers to gain an understanding of the operation of systems and requesting information
7. Assist the Financial Audit Manager and Deputy Chief Auditor in reporting findings to client management and members of the Public Accounts Committee
8. Provide on the job training and development to assigned team members and supporting them in their professional studies
9. Maintain own professional competence including excellent knowledge and application of accounting and auditing standards

Core Competencies

- **Professional Development (iii)**

Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status.

- **Planning & Delivery of Work (iv)**

Ensures appropriate resources and levels of capability are available to deliver to plan. Promote and enforce appropriate organisational rules and procedures. Leads by example in managing business relationships.

- **Analysis and use of Information (iv)**

Interprets complex written information. Assesses the validity, relevance and limitations of different sources of evidence, and generates a range of options and appraises them based on evidence available.



JOB PROFILE

- **Decision Making (iv)**

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.

- **Working with Others (iii)**

Informs, consults and influences others using a range of communication mechanisms. Engages with others to gather information. Shares and implements good practice with others. Works with senior management and other stakeholders.

- **Communication (iv)**

Ensures written communications are well structured and have clear meaning. Varies language and content to ensure understanding of audience. Engages well with others and facilitates understanding by explanation and example. Highlights key points for summary from detailed and complex documents.

- **Influencing and Persuading (iv)**

Recognises and anticipates needs of senior managers and government officials. Varies style of communication to have maximum impact. Delivers influential advice and briefings. Presents unpopular messages confidently.

- **Dealing with Change (iv)**

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. Initiates new ways of doing things and supports team through period of change.

- **Continuous Improvement (iii)**

Can describe what the future looks like in terms of service improvements and modernisation. Motivates others to improve and develop their performance. Constructively challenges existing strategies. Sets SMART objectives for teams and evaluates them.

- **Managing Resources (iv)**

Ensures appropriate resources and levels of capability to deliver to plan. Uses management information to monitor/control resources. Gains respect and credibility from team members through effective delegation, coaching and development.

Special Conditions

Requires a professional accountancy qualification (ACCA or equivalent) at an academic equivalent to a master's degree.

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.



PERSON SPECIFICATION

Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
Qualifications				
ACCA qualified accountant or equivalent professional qualification	E			
Degree level qualification or equivalent educational attainment	D			
A or AS level Maths	D			
Class A Driver's licence	D			
Skills & Abilities				
Advanced level analysis of information	E			
Advanced level use of Microsoft Office suite, in particular Excel and Word	E			
Effective verbal communication skills with the ability to relate effectively with clients as the main point of contact	E			
Effective written skills required to coordinate and lead on the drafting of engagement letters, audit plans and audit reports; writing clear and succinct audit findings and recommendations; documenting audit working papers in accordance with manuals and professional standards	E			
Excellent interviewing and negotiating skills	E			
Ability to design and deliver presentations	E			
Good project planning and management skills	E			
Good people management skills with the ability to relate to all across SHG	E			
Intermediate level financial management skills	E			



PERSON SPECIFICATION

	Essential/ Desirable	Application	Interview	Assessed
Experience				
A minimum of 3 year's recent experience in external audit	E			
A minimum of 1 year's supervisory or managerial experience in an audit environment	E			
Core Competencies				
<i>Professional development (iii)</i>	E			
<i>Planning and delivery of work (iv)</i>	E			
<i>Analysis and use of information (iv)</i>	E			
<i>Decision making (iv)</i>	E			
<i>Working with others (iii)</i>	E			
<i>Communication (iv)</i>	E			
<i>Influencing and persuading (iv)</i>	E			
<i>Dealing with change (iv)</i>	E			
<i>Continuous improvement (iii)</i>	E			
<i>Managing resources (iv)</i>	E			
(As per job profile)				
Job Competencies				
Excellent knowledge and ability to apply in practice:	E			
• International Standards on Auditing (ISAs) • Financial Reporting Standards (IPSAS & IFRS) • Ethical Standards (IESBA Code) • International Standards for Supreme Audit Institutions (ISSAIs)				
These are essential pre-requisites of the job.				



PERSON SPECIFICATION

	Essential/ Desirable	Application	Interview	Assessed
Personal attributes				
Highly self-motivated	E			
Effective team player	E			
Ability to apply objective judgement	E			
Effective strategic thinking	E			
Responsive to change	E			
A creative approach to problem solving	E			
Ability to prioritise work to meet deadlines	E			
Able to maintain confidentiality and deal with sensitive issues appropriately	E			