** Role Profile**

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| **Reference Number** | FIN010 |
| **Role Title** | Auditor IV |
| **Directorate** | Resources |
| **Department** | Finance |
| **Reports to** | Auditor V (Audit Manager & Deputy Chief Internal Auditor) |
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| **Role Purpose** |
| To carry out internal audits and manage the development, implementation and delivery of the internal audit function, ensuring it is aligned with BCP objectives and complies with regulations. The role will work alongside other Audit Managers and manage a small team of Auditors.  |

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| **Accountabilities** |
| * Manage, plan, and organise the delivery of internal audits to ensure that they are delivered in line with BCP audit policies.
* Manage a team of auditors, focused on a service area or audit theme, to deliver high quality audits and reviews.
* Contribute to the development of plans, policies, and processes for the audit function to ensure BCP audit protocols are fit for purpose.
* Produce the statutory Annual Governance Statement in line with BCP guidelines and review and amend, as required, the Local Code of Governance.
* Lead a wide range of audit reviews, including specialist/technical audits of projects, contracts, information technology and value for money areas, to ensure the efficient and effective use of BCP’s resources and that it aligns with strategic objectives and complies with all regulations.
* Conduct special audit investigations, including suspected cases of fraud, corruption and whistleblowing in line with both BCP’s Anti-Fraud & Corruption policies, making recommendations for disciplinary action where appropriate, to provide assurance to all stakeholders (senior managers/ Members/the public) on the robustness and independence of the investigation process undertaken.
* Conduct research and compile case files and evidence relating to fraud and corruption and other financial irregularities and attend / give evidence at appeals, tribunals, and courts, providing assurance and independence of the investigation process.
* Prepare and co-ordinate the completion of various data and analytics reports for Committees, Councillors, Management Team, and Statutory Officer Groups and/or external parties to demonstrate the adequacy of the internal control, governance arrangements and risk management systems.
* Provide professional advice and support on corporate projects, tasks, and working groups, identifying financial and budgetary risk and control weaknesses to ensure services achieve their objectives and BCP’s interests and assets are safeguarded.
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| **Knowledge / Skills / Experience required** |
| * CCAB, IIA, AAT or equivalent.
* Substantial experience in internal audit.
* Substantial experience of investigation procedures and legislative considerations, including the provisions of PACE and RIPA.
* Substantial experience of public procurement procedures, project management and Contract Audit.
* Experience of managing a team of professionals to deliver to agreed quality and time standards.
* Ability to plan and integrate the work of a team that is doing related work in a specific department or audit theme.
* Ability to inform, persuade, engage and motivate others.
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| **Dimensions of role** |
| * This role will manage a small team of Auditors.
* This role may have staff budget but not specified.
* The role has supervisory responsibilities for a small team who complete largely similar tasks/activities. Planning will be over weeks and months.
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| **Notes** |
| Date: | 01/02/2021 |
| Working Conditions: | * Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them.
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| Working Arrangements: | * No specified working arrangements outside of a normal working pattern.
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