

# ROLE PROFILE

<b>Role Title</b>	Internal Auditor (Level 1)	<b>Reporting to</b>	Internal Audit Manager
		<b>District/Department</b>	Office of the Police and Crime Commissioner (OPCC)
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 4

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	Working under supervision assist in the provision of an efficient, effective and independent internal audit service, as defined by the Public Sector Internal Audit Standards (PSIAS). To assist in giving assurance to internal and external stakeholders and their respective Section 151 Officer, as to the adequacy of each respective organisation's financial and managerial arrangements.
--------------------------------	--

<b>Key outputs for role</b>	<ol style="list-style-type: none"> <li>1. Lead by example and behave in line with the Code of Ethics ensuring that the values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li> <li>2. Under full supervision, contribute as a team member to monitor and evaluate the management of risk and systems operated by the allocated internal and external stakeholders in order to report on the adequacy of internal control arrangements.</li> <li>3. To assist, under full supervision, in the identification, where appropriate, of insufficient management of risk and control within the organisation, enabling the promulgation of good practice and the implementation of corrective action in order to improve the control environment.</li> <li>4. To carry out a range of audit tasks using various techniques recognising best practice, probity, value for money, the Scheme of Delegation, Financial Regulations and Standing Orders, where appropriate in order to provide an effective assurance function to the Section 151 Officer, under direction and supervision.</li> <li>5. To work as a team member, under full supervision, to undertake, co-ordinate and implement audit work to meet specific deadlines laid down by Line Management in order to contribute to the effectiveness of the Internal Audit service.</li> <li>6. To support the reporting of audit findings and recommendations with relevant stakeholders, in order to ensure Internal Audit recommendations are formally agreed via an action plan.</li> <li>7. To assist in ad hoc fraud/ suspected irregularity investigations when required, safeguarding the organisations assets so as to counter fraudulent/ corrupt activities and identify control improvements.</li> <li>8. To assist in identifying improvements within the service provided by Internal Audit so as to ensure a high quality of service delivery.</li> <li>9. To undertake as directed by the Line Management appropriate proactive and reactive work on behalf of the relevant stakeholder groups.</li> <li>10. Provide any other support necessary to enable the Police and Crime Commissioner to fulfil their role.</li> </ol>
-----------------------------	---

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)	<ul style="list-style-type: none"> <li>• Liaise with internal and external stakeholders to provide and obtain relevant audit information.</li> <li>• Working under supervision and guidance.</li> </ul>
--	---

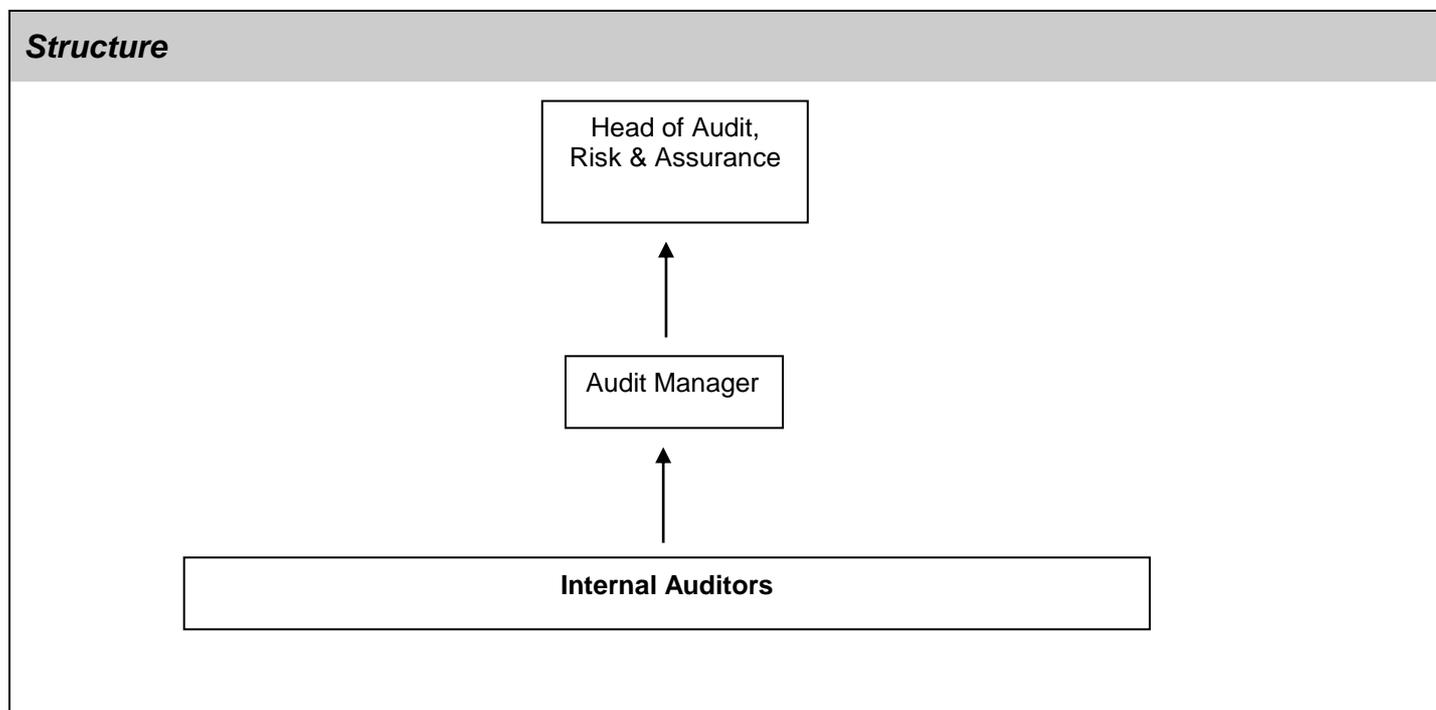
<b>Work/Business contacts</b>	
-------------------------------	--

**Internal:** Police & Crime Commissioner, Treasurer (OPCC), Chief Executive (OPCC), Chief Constable, Section 151 Officer, Chief Officer Team, Divisional and Departmental Heads and members of the Joint Independent Audit committee, police and support staff at all levels.

**External:** Other Police Forces

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
• Excellent written, oral and interpersonal skills.	Essential
• Highly numerate with a methodical and analytical approach to work.	Essential
• Degree qualified /A levels plus 2 yrs experience in Internal Audit/ 4 yrs experience in Internal Audit (plus GCSEs)	Essential
• Awareness and understanding of internal audit function and purpose.	Essential
• Experience of interpreting management information.	Desirable
• Relevant IT skills (eg IDEA, ACCESS).	Desirable
• Experience of dealing with management.	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
• Prepared to work flexibly to suit the requirements of the department.	Essential
• Ability and willingness to travel for business purposes.	Essential

<b>Expertise in Role - After initial development - Level 2</b>
• Proven demonstration of ongoing professional development.
• Studying for Certified Internal Auditor from the IIA (part one): Internal Audit Basics/equivalent qualification.
• Knowledge and experience of using audit techniques.
• Ability to present information, under supervision.



## PART B – SKILLS FOR JUSTICE OPCC PERSONAL QUALITIES

<i>National Competencies</i>	<i>Level</i>		<i>Level</i>
• Service the public	SO	• Managing performance	SO
• Professionalism	SO	• Decision making	SO
• Leading strategic change	SO	• Working with others	SO
• Leading the workforce	SO		

EO = Executive officer level; PO = Principal officer level; SO = Senior officer level; **SP = Support officer level**

## PART C - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter access to Police Buildings where based
<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	