

JOB DESCRIPTION

JOB TITLE: Senior Auditor

GRADE: Grade 5 - 6

REPORTS TO: Principal Auditor / Assistant Director

Main Purpose of the Job

To undertake and supervise all types of Audits and other audit work as directed by the Assistant Director and in accordance with the Code of Ethics and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors (including any additional guidance provided by the Public Sector Internal Auditing Standards) and company policy.

Duties and Responsibilities

1. To carry out audit reviews independently and to a standard as set by the Company, as guided by the Assistant Director.
2. To assist in identifying and evaluating SWAP partners risk areas.
3. To be responsible for the direct supervision of auditors. This includes monitoring performance and quality and providing advice and guidance, as required.
4. To initiate the audit process, including meeting with the client manager to discuss the objectives and scope of the audit review. This includes the responsibility of ensuring data analytics is occurring throughout the audit process where applicable.
5. Keep the Assistant Director/ Principal Auditor fully apprised with regard to the current status of audit work.
6. To ensure a draft audit report is produced in respect of every audit undertaken and within a time scale agreed with the client manager. To ensure that management actions in audit reports are agreed with client managers including implementation dates of same.
7. To provide assistance and advice to managers, as required, on the audit process and their risk, control and governance arrangements.
8. To carry out follow-up reviews, as directed by the Assistant Director/ Principal Auditor to confirm implementation of previously agreed management actions.
9. To assist other colleagues of the Company as and when required.
10. To carry out any other reasonable duties as required by the Company.

External and Internal Contacts

The post holder will be expected to engage in medium to high level technical discussion with all staff and external contacts where applicable.

Working Environment

Remote working with some requirement for office and site visits.

Health and Safety at Work

All relevant Health and Safety at Work regulations and Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of both the Data Protection Act 2018 and the Company's Data Sharing Protocol. Where applicable, all employees will comply with each Partners Data Protection Policy.

Updated: January 2023