

Job Profile

Job Title: Audit Manager

Job Grade: Level 5 Zone 2

Salary Range: £50,655 - £61,911

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. We're not just home to the UK's fast-growing economy, we're home to the most important conversations happening today. We're making radical social change a reality, so that nobody gets left behind. Here's where you can help create a better future for us all.

The Audit Manager role sits within the Internal Audit, Investigations and Risk Management function and reports to the Head of Internal Audit. The service delivers a high quality Internal Audit, Investigations and Risk Management function, seeking to enhance the Council's governance arrangements. The Audit Manager role is responsible for the Internal Audit team, with oversight responsibility for the Corporate Investigation team.

About the role

The main purpose of the role is to lead the operational activities of the Internal Audit team and contribute to the strategic development and delivery of the Council's Internal Audit strategy. Internal Audit operates a co-sourced delivery model, with a small part of the audit plan delivered by a co-sourced partner (currently PwC). The role will manage three in-house principal auditors and oversee delivery of the contractor's element of the audit plan. While the role is primarily Internal Audit based, there is oversight responsibility for the Corporate Investigations team.

The role creates a better Camden by seeking to enhance delivery of the Council's objectives by enhancing governance arrangements.

About you

Essential:

IIA/ relevant audit qualification

1. Develop and oversee delivery of the risk based Annual Internal Audit Plan. Ensure that audit resource is effectively targeted in areas of highest risk. Take the lead in positioning the Internal Audit team as a proactive, customer-focussed service team which is regarded as a credible and highly valued function at the centre of the Council's governance framework.
2. Lead the development and application of professional standards and knowledge of leading-edge audit techniques in the Internal Audit team as part of the Internal Audit Shared Service with LB Islington. Embed continuous process improvement into the day-to-day activities of the Internal Audit team. Provide the Internal Audit team with expert guidance and supervision.
3. Manage and appraise in-house Internal Audit and Investigations staff in accordance with the Council's performance framework.
4. Oversee delivery of the co-sourced Internal Audit partner. Ensure no duplication of effort on the part of the in-house team and the co-sourced partner. Ensure that the Council achieve value for money from the co-sourced partner.
5. Deputise for the HIA as delegated on all aspects of the HIA role, including engagement with members, senior officers and communication with key stakeholders to ensure audit recommendations are implemented within the agreed timescales. On occasion, undertake highly technical audit reviews where required, dealing with the most senior officers and members of the Council.
6. Oversee the effective utilisation of staff resources, including the allocation of staff to audits in order to maximise productivity and ensure that delivery deadlines for the in-house audit programme are met. Report on the performance of the Internal Audit and Investigations team and external contractors on a regular basis to the HIA.
7. The post holder will be required to demonstrate considerable flexibility in managing an overarching programme of work and adapting this programme as the Council's risks change. This may mean re-organising the Internal Audit and Investigations teams' workload and prioritising risk and control issues using professional judgement.

8. Engagement and constructive dialogue with senior officers of the is a requirement of the post, and the ability to quickly identify solutions. The post-holder will also need to demonstrate high levels of information management skill, including the handling of confidential information.
9. Assist the HIA in the development and delivery of the anti-fraud work plan and delivery of fraud investigations, including performance management and quality assurance of the Corporate Investigations team. The post holder will work alongside the Council's Risk Manager and will also liaise, as necessary, with the Islington Audit Manager as part of the Camden Islington Shared Internal Audit Service.
10. Prepare Internal Audit and Investigations to reports to the Audit and Corporate Governance Committee.

Work Environment:

Remote working, flexible working, office based.

People Management Responsibilities:

Responsible for managing three principal auditors and three principal investigators as well as contract management of the co-sourced assurance provider.

Relationships:

- Direct reports – auditors and investigators;
- Co-sourced assurance provider;
- All levels of Council staff including senior management, members and colleagues in the Cross Council Assurance Service ;
- Head of Internal Audit.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.