



Senior Internal Auditor

April 2025



Waltham Forest

About London Borough of Waltham Forest

Bursting with culture, energy, and opportunity, the **London Borough of Waltham Forest** is a fantastic and exciting place to work.

We are a highly ambitious borough. Driven by culture and the innate creativity of our residents, we have developed new and innovative ways to build our communities. Our Council is relentlessly resident-focused, insight-led, digitally driven and commercially minded; a Council focused on meeting the needs of our existing and future residents.

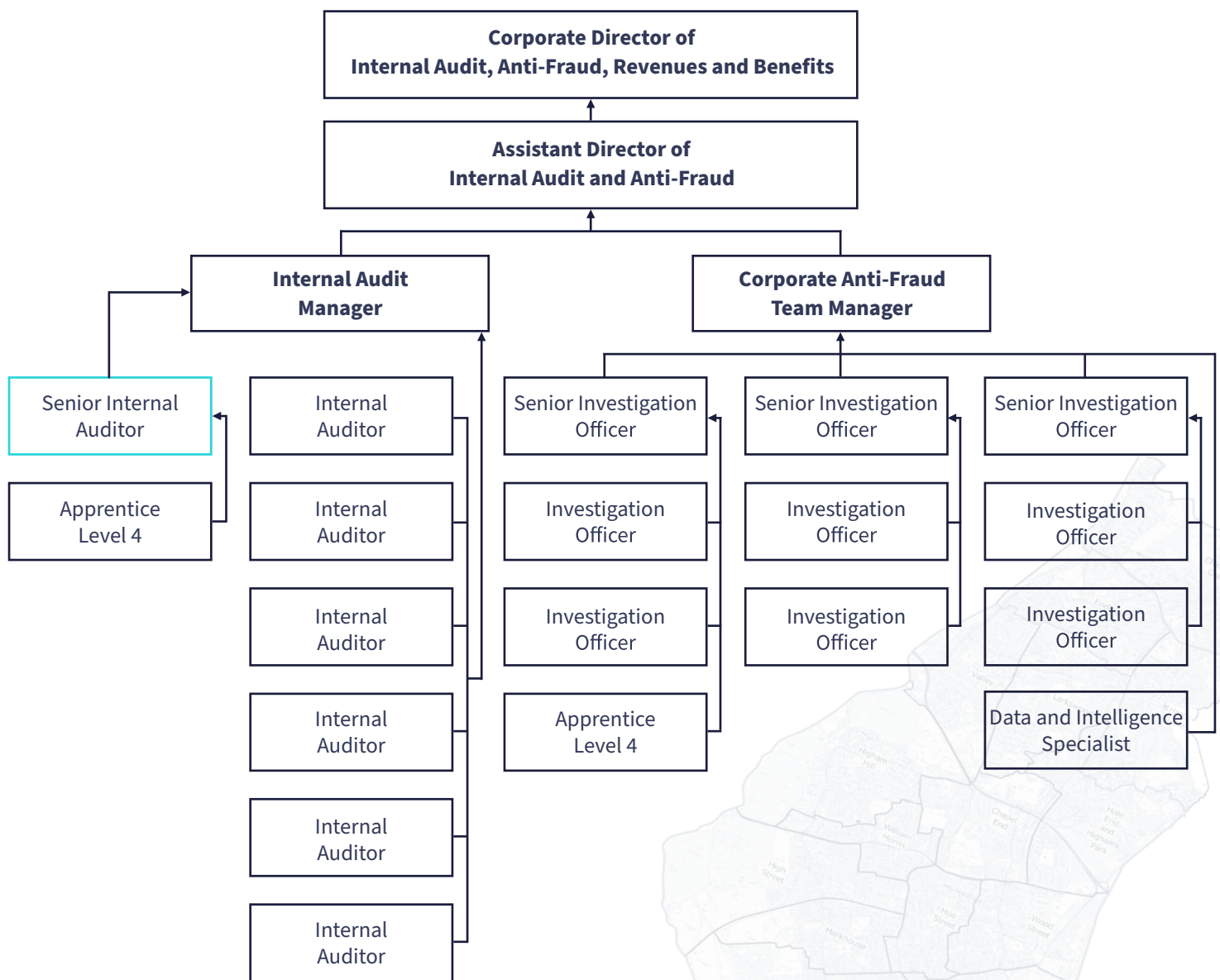
London Borough of Waltham Forest is one of the Mayor of London's Good Work Standard employers. This accreditation is a proof of our commitment to creating a healthy, fair and inclusive workplace. This includes fair pay and conditions, workplace well-being, skills and progression and diversity and recruitment.



Terms of Employment

Salary	£47,532 - £50,574
Annual Benefits	29 days paid annual leave plus bank holidays
Maternity Leave	Available
Working Arrangement	Hybrid working system where employees work three days in the office and two days from home per week
Pension	Local Government Pension Scheme managed by Wandsworth Pension Service
Benefits Scheme (Sodexo)	Discounts with major retailers, attractions, cinemas, and restaurants
Other Benefits	40% discounted membership to Better Leisure Centres, optical cover dependant on screen use, season ticket/travel loan cards

Internal Audit and Anti-Fraud Services Structure 2024-25



Role Title	Senior Internal Auditor
Job Family	Resources
Location	Fellowship Square
Competency Level	Principal Officer
Pay Range / Scale	PO4

Purpose

To support the Internal Audit Manager with the delivery of an expert professional service and deputise when required.

The post holder will work as part of the Internal Audit Team delivering a high-quality internal audit service and will have the opportunity to perform audits and advisory reviews across a full range of Council services, schools, Tenancy Management Organisations and companies in which the Council has an interest.

Work covering planned and reactive audits will be undertaken in line with the Public Sector Internal Audit Standards. This will include risk based, compliance, corporate, cross-cutting and value enhancement audits; implementation reviews; continuous auditing and monitoring and other internal audit related activities.

To supervise and support junior members of the Internal Audit Team to complete specific assignments and projects.

To develop and foster excellent working relationships with the Internal Audit team, Anti-Fraud Team, and colleagues across the Council.

Generic Accountabilities

Generic Accountabilities	End Results/ Outcomes
Plan and organise work to ensure the delivery of those aspects of the service for which responsible.	<p>Work is completed on time and to the quality and standards required.</p> <p>Changes to priorities are accommodated.</p> <p>Service is delivered to organisational requirements and reflects customer and stakeholder requirements, within organisational constraints.</p> <p>Professional and legal compliance is assured.</p>
Support consultation procedures. Identify issues, resolving as appropriate and escalating complex problems if necessary.	<p>Activities are undertaken according to relevant guidelines / regulations / procedures.</p> <p>Customer / stakeholder views are available to inform recommendations.</p> <p>Data and measurements are accurately recorded.</p>
Collate process and analyse complex information. Ensure all required records and information are maintained correctly.	<p>Information / applications are processed according to procedure.</p> <p>Information is managed efficiently and accurately.</p> <p>Data is recorded and stored in compliance with national standards and can be shared, as appropriate, with other agencies.</p>

Generic Accountabilities

Generic Accountabilities	End Results/ Outcomes
Prepare and present results / responses / reports / recommendations.	<p>Accurate, complete and relevant information / reports are provided for internal and/or external use.</p> <p>Issues are clearly summarised, progress and implications are reported.</p> <p>The council's position is clearly stated.</p>
Provide authoritative advice, guidance and support to colleagues, customers and stakeholders. Respond to and investigate enquiries / escalated complaints.	<p>Information, advice and support are accurate, timely and constructive.</p> <p>Problems are identified.</p> <p>Issues are managed through to a satisfactory conclusion, or escalated if appropriate.</p> <p>Risk to the Council / customers is minimised.</p>
Contribute to identifying and delivering information / activities to support service delivery / promote the service area.	<p>Requirements are effectively identified.</p> <p>All materials / activities are delivered to the required standards and timescales.</p> <p>Information / activities achieve desired results.</p>
Challenge customers' practice and minimise risk, referring concerns to line manager.	<p>Customer risks are assessed.</p> <p>Relevant health, safety and welfare requirements are met.</p>
Work closely with others to clarify changing requirements. Identify, recommend and support the development and delivery of improvements. Contribute to the development and implementation of policies, procedures and systems.	<p>Improvement opportunities and plans to achieve them are identified and recommended.</p> <p>Agreed improvements are developed, delivered and evaluated.</p> <p>To promote and work closely with the anti-fraud service.</p> <p>To participate actively as a member of the Internal Audit and Anti-Fraud Service to assist in the continual improvement of service standards, customer satisfaction and performance management.</p> <p>Changes are effectively communicated to others.</p>
Lead projects or improvement programmes, or contribute to the delivery of larger projects	<p>Practical, effective solutions are developed and delivered in accordance with legislative requirements and good practice guidelines and address any relevant environmental / conservation / technical / design issues.</p> <p>Projects are delivered to agreed specification, timescales and budgets.</p> <p>All project documentation and reports are completed correctly.</p>
Support others in their development, including external organisations / customers where appropriate.	<p>Identify any changes that may impact the service / profession.</p> <p>Contribute to the development of others (e.g. through sharing knowledge and skills, acting as a coach or mentor, or providing feedback).</p>

Generic Accountabilities

Generic Accountabilities	End Results/ Outcomes
Develop good working relationships and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally. Model, demonstrate and promote good practice relevant to the role.	<p>Relevant work area reputation is maintained or enhanced.</p> <p>Stakeholders are engaged with activity relevant to them.</p> <p>Positive feedback is received from stakeholders.</p> <p>Communications are clear, well planned and effective.</p> <p>Best practice is shared and promoted.</p>
Support partnership agreements and partnership working within area of responsibility.	<p>Activities which support partnership working are effectively delivered.</p> <p>Partnership working groups produce valid and timely outputs.</p>
Contribute to service / business plans for area of responsibility and to wider service planning and development activities.	Service / business plans reflect input.
Contribute to budget planning as required.	
Quality check documents, decisions and / or presentations before delivery	All work meets the required standards
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	<p>Work is carried out in a way that is safe and without risks to health.</p> <p>Health and Safety hazards are identified and reported in line with council policy to reduce the risk.</p>
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with, and to perform such duties on behalf of the Service as requested by the Senior managers within the Service.

Job-Specific Accountabilities

Job Specific Accountabilities	End Results/ Outcomes
Support the provision of an effective and flexible internal audit service to the Council.	<p>To assist the Internal Audit Manager to manage a team of internal auditors and coordinate their workload in line with the needs and priorities of the organisation.</p> <p>Examples to include, but not limited to: assisting in planning, scoping and delivering audits; first review of working papers and assignment reports and providing feedback; day-to-day monitoring of delivery against audit timelines; responding to team and auditee queries.</p> <p>To support internal audit apprentices through their studies, attending review points and liaising with tutors.</p> <p>To ensure ethical standards and working to the standards expected in the 'Nolan Principles'.</p> <p>To ensure the Internal Audit Manager is advised of any significant risks or material findings which need to be escalated or reported externally to protect the interests of the Council and its partners.</p>
Effectively supervise junior officers in the internal audit service	<p>The post holder will be required to work hours as determined by service delivery requirements, including occasional attendance at evening meetings if required.</p> <p>To support the development of junior staff to deliver a high performing service.</p> <p>To set and agree work plans, work objectives and deadlines for completion of work related to the internal audit work programme.</p> <p>To monitor and evaluate performance and provide constructive feedback to staff.</p>
Deal with complex enquiries and requests for information	<p>To respond in a timely manner to all queries and enquiries received either direct or via the Senior Management Team, as appropriate.</p>
Carry out a programme of risk-based internal audits and follow-up reviews	<p>Prioritises assignments and allocated internal audits and ensures these are undertaken within agreed time frames, budgets, and to the required standards.</p> <p>Clearly identifies risks and objectives relevant to the audit and applies these during the audit field work.</p> <p>Produce comprehensive terms of reference for every audit assignment.</p>
Understand the appropriateness of audit techniques, such as analytical review and system mapping / flow-charting, and when these techniques should be applied.	<p>Produces relevant analytical review material and interprets the information. Uses the analytical review outputs to draw conclusions and direct testing.</p> <p>Produces clear and logical system/process maps and flow-charts to document systems and interprets the information.</p> <p>Evaluates a system/process and identifies key controls, draw conclusions and direct testing.</p> <p>Develops testing programmes for audit assignments to confirm understanding of the system/process being audited, and to test the effectiveness of the controls within the system/process.</p>

Job-Specific Accountabilities

Job Specific Accountabilities	End Results/ Outcomes
Aware of the various sampling techniques and understands why they are used during an audit	<p>Identifies and applies the relevant technique; interprets the results of testing; and effectively modifies sample numbers / sizes where appropriate.</p> <p>Supports junior members of the team to develop the sampling strategy for their reviews.</p> <p>Understands when to use computer assisted audit techniques (CAATs) and makes effective use of them.</p>
Carry out interviews effectively to obtain the information required for an audit	<p>Plans and carries out audit interviews effectively, using different types of questioning to maximise the amount of relevant information required for an audit.</p> <p>Understands the requirements of the Police and Criminal Evidence Act and when these need to be applied during audits.</p>
Use of specialist audit management applications	<p>To be familiar with the use of audit management software applications, including setting up assignments, undertaking audits, reviewing working papers and extracting management information reports.</p> <p>Familiar with the use of computer assisted audit techniques (CAATs), such as IDEA and uses these during the audit when appropriate</p>
Create audit working papers and audit reports that are relevant, accurate and produced in a timely manner	<p>Comprehensive working papers are produced in a timely manner for every audit that fully reflect the work undertaken and conform to the requirements of the service.</p> <p>All working papers are sufficiently detailed to enable the reviewing officer to understand the process and the work undertaken by the auditor.</p> <p>Accurate audit reports are produced and the findings are communicated to the client in a timely manner.</p> <p>Management review points are dealt with in a timely manner</p>
Manage own time and prioritise work to ensure effective use of resources and the annual audit plan is delivered on time and within budget	<p>Plans own workload and manages own time effectively.</p> <p>Accurately records time spent on each audit assignment.</p> <p>Proactively seeks work as required and supports others in the delivery of the annual audit plan.</p> <p>Is self-motivated and actively encourages the team to produce quality output within agreed timescales</p>

Job-Specific Accountabilities

Job Specific Accountabilities	End Results/ Outcomes
Develop a good rapport and understanding with other members of the Internal Audit team, the external delivery partner, clients etc	<p>Demonstrates motivation and encourages other members of the team.</p> <p>Supports management by undertaking reviews of audit working papers, draft reports, correspondence etc of junior members of the team when allocated.</p> <p>Provides feedback to junior members of staff including detailed review notes and ensures these are dealt with.</p> <p>Liaises with staff from the Internal Audit service's external delivery partners and ensures they are integrated into the 'team'.</p> <p>Develops a good understanding of the operations of the Council and develops and in-depth knowledge of specific Council operations assigned to you by management</p>
Understand the objectives of internal audit and contribute effectively towards them.	<p>Uses initiative and makes informed decisions to achieve overall objectives.</p> <p>Is proactive in achieving the Internal Audit team's objectives and delivery of the annual audit plan and strategy.</p> <p>Supports management with the development of internal audit techniques, charter, strategy and operating manual.</p>
Production of management information and progress/update reports	<p>Produce key management information and Internal Audit progress reports/updates to stakeholders.</p> <p>To supervise the provision of weekly progress updates to key stakeholders.</p>
Have a full knowledge of the professional standards applicable to an internal audit service	<p>Has a detailed knowledge of the Seven Principles of Public Life (Nolan Principles).</p> <p>Has a detailed knowledge of the Council's Internal Audit Charter and the Strategic Statement on Internal Audit</p> <p>Has a detailed knowledge of the Council's Internal Audit operating manual and takes the lead on reviewing and updating.</p> <p>Has a working knowledge of the Public Sector Internal Audit Standards and the International Professional Practice Framework for internal auditors and supports management with ensuring that the service conforms with these.</p> <p>To support the development and implementation of the Quality Assurance and Improvement Program, and assist in the annual evaluation against conformance with the Definition of Internal Auditing and the International Standards for the Professional Practice of Internal Auditing (Standards) and an evaluation of whether internal auditors apply the Code of Ethics.</p>

Job-Specific Accountabilities



Job Specific Accountabilities	End Results/ Outcomes
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored, and maintained as relevant within the scope of this post.	<p>Escalate Safeguarding concerns identified during an investigation to the relevant council departments.</p> <p>Safeguarding standards are monitored and maintained in compliance with Council policy.</p>
Deputise for the Internal Audit Manager in their absence or as required.	<p>Act as point of contact for any enquiries, issues, or advice relating to Internal Audit.</p> <p>Represent the Internal Audit Manager and any other meetings/boards as appropriate.</p> <p>Produce required papers for Committees, Boards, Senior Leadership Team Meetings, within deadlines as required</p>
Other duties	The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service.

Nature of Contacts

- Consult with stakeholders to identify requirements. Communicate with others in the same field to keep up to date with developments and best practice. Communicate changes in legislation, policy and working practice to contacts.
- Wide range of external contacts, including other local services and external partners. Liaising with external contractors / suppliers. Colleagues, senior managers, HR, customers and/or members of the public: to represent the service, give specialist advice and provide support.
- Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances.
- Build and maintain effective working relationships at all levels. Deal with people at all levels confidently, sensitively and diplomatically. Liaise with the Chief Executive, Directors, Assistant Directors, senior managers and legal professionals.
- Represent the Internal Audit and Anti-Fraud Service within departmental working groups, internal and external Meetings.



Procedural Context



- Reports directly to the Internal Audit Manager.
- The post holder has a professional responsibility to the Section 151 Officer (Strategic Director, Resources) and in carrying out their duties, enables them to fulfil the statutory requirements for internal audit and anti-fraud.
- The Council is committed to continuously improving the quality of services, in line with its core objectives. Internal Audit and Anti-Fraud staff are responsible for assisting and ensuring that such initiatives are implemented successfully.
- The post holder will be required to manage complex issues and work within a procedural framework and regulatory guidelines. Scope for discretion and use of initiative in deciding course of action. To work independently and as part of a team to resolve complex issues and proactively anticipate problems and provide support to clients and colleagues through applying knowledge of systems, procedures and best practice.
- In fulfilling this role, the post-holder will be working as part of Internal Audit and Anti-Fraud Division and will be required to work flexibly for the Council, its partners and other public sector organisations where the Internal Audit and Anti-Fraud Division has a contract or service level agreement to provide services.
- This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs.
- The post holder will be expected to work the hours required depending on the needs of the service, including attendance at evening meetings if required and to deputise for the Internal Audit Manager when required and represent the service at meetings both within and outside the Authority.
- Occasionally the post holder will be expected to work from other locations, including at different Council sites and those of other councils, including under shared services and partner organisations as required in order to complete the accountabilities set out above.
- The post holder will be required to work hours as determined by service delivery requirements.

Key Facts & Figures

Appropriate DBS Clearance is essential.

The post holder will be required to work hours as determined by service delivery requirements, including occasional attendance at evening meetings if required.

The post holder maybe required to undertake such special assignments as may be necessary in the exigencies of the service.

To undertake any other duties consistent with the level and nature of the post, and in accordance with the Council's internal policies and procedures.

Resourcing

Budget Responsibilities: Nil

Supervisory Responsibilities: Yes.

Supervisory responsibility for three officers. This includes two Assistant Internal Auditors and an Internal Audit Apprentice.



Knowledge, Skills & Experience



- Substantial experience of public sector internal audit and/or finance
- Excellent numeracy and English literacy skills, including the ability to analyse and interpret data.
- Excellent written and oral communication skills, and the ability to communicate effectively at all levels within the Council, third party organisations and members of the public.
- Strong interpersonal skills, with the ability to deal tactfully and responsibly with a range of people and organisations, face to face, over the telephone, and in writing, including email.
- Excellent understanding of local government, internal audit, audit planning and risk management.
- Experience of supervising staff including first level reviews of working papers and reports etc, and dealing with performance, sickness and conduct.
- Ability to plan, manage and control large and diverse workloads and deliver these within agreed timescales.
- Proficient in computer software skills e.g. Office 365, including word processing & spreadsheets, and specialist finance systems such as SAP, Oracle and Academy.
- Proficient in the use of audit management software and CAATS
- Proven ability to work as part of a team, without detailed supervision, and to be self-motivated, display initiative, and effectively manage own workload.
- Proven ability to maintain consistent quality of work and to work to quality and professional standards (PSIAS, IPPF, etc).
- Substantial experience of writing detailed reports on complex issues that are clear, concise, focussed and tailored for the intended audience.
- Proven ability to draft accurate and concise policies, procedures, strategies, specifications and service level agreements to a consistently high standard and that are easily understood by the intended audience.
- Good working knowledge of the Data Protection Act 1998 and a proven ability to maintain discretion and confidentiality.
- Ability to deal effectively with difficult and confrontational situations.
- Commitments to the Council's Equal Opportunities Policy and acceptance of their responsibility for its practical application.
- Knowledge and commitment to the Council's Core Values and the Management Standards.
- Detailed knowledge of the Council's governance and internal control frameworks.
- Detailed knowledge and application of the Nolan principles of public life.

Indicative Qualifications

Hold a relevant internal audit qualification (PIIA / CIA / CMIIA).

Educated to at least NVQ level 4 standard or equivalent or hold a relevant qualification (degree or HND, AAT Final Level (4) or part qualified accountant (CIPFA / ACCA / CIMA / ACA).

Experience of data matching and using Computer Assisted Auditing Techniques (Desirable).

The post holder is also expected to have membership of relevant professional investigation bodies and complete associated continuous professional development requirements to be able to demonstrate ongoing continued professional development.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.



How to Apply

Panoramic Associates Ltd is acting as an employment agency to London Borough of Waltham Forest on this appointment.

We hope you will consider making an application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for this role.
- Contact details for two employment referees.
- Video interview with recruitment partner will be recorded and sent to client with some initial screening questions as requested by the client.

Alternatively, you can submit your CV direct to our consultants



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The closing date for applications is Saturday, 11th May 2025.