



Principal Auditor

July 2025

An Excellent Opportunity...

Brent is a tremendously vibrant London borough where the iconic arch of Wembley Stadium dominates the skyline. Spanning both inner and outer London, it is a borough of huge contrasts in terms of its economic, environmental, ethnic and social make up. Brent's diversity is evident to all who visit our borough and our long history of ethnic and cultural diversity has created a place that is truly unique and valued by those who live and work here.

The council is pursuing a far-reaching transformation agenda that better meets the needs of our community so it is an exciting time to join us.

The Post

As part of our commitment to providing high quality assurance services, we are recruiting a motivated and proficient Principal Auditor to assist in the overall delivery of the Council's Internal Audit programme of work.

The successful post-holder's main objective will be to contribute to the Council's governance and assurance framework by delivering allocated parts of the risk based audit plan.

You will also provide advice in relation to risks and controls to officers across the Council. The role reports to the Deputy Head of Assurance and is based with the Council's Organisational Assurance and Resilience Department.

The Person

Ideally you will be IIA qualified/part-qualified or hold an accountancy qualification or similar, and you will have a sound understanding of risk-based internal audit techniques and methodologies. We are looking for a self-motivated and effective team player with excellent verbal and written skills and the credibility and confidence to liaise with officers across the Council, including senior management.

Your technical skills will be supported by knowledge and experience of risk based audit techniques and you will have a proven track record of excellent customer focus. You will be able to work on your own initiative and have the ability to juggle conflicting priorities and support requests for advice at short notice.

In return we offer a work environment which is stimulating, fast moving and supportive, giving you the chance to use your skills and develop within a high profile organisation. We also offer flexibility and agile working as well as an excellent pension package and competitive salary. It's a great place to advance your skills and make a difference to the community.

About Brent Council

Brent Council values the diversity of its community and aims to have a workforce that reflects this and therefore encourage applications from all sections of the community. We positively encourage all applicants to self-identify their characteristics in the diversity survey section in the application.

We are committed to safer recruitment and safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants should be aware that posts working with children, young people and vulnerable adults are subject to an Enhanced DBS check as well as other employment clearances.

The information we collect from you will be shared with Cifas who will use it to prevent fraud, other unlawful or dishonest conduct, malpractice, and other seriously improper conduct. Further details of how your information will be used by us and Cifas and your data protection rights, can be found [here](#).

Brent has a positive approach to flexible working.

Job Description

JOB TITLE	Principal Auditor
DIRECTORATE	Finance and Resources
DEPARTMENT	Organisational Assurance and Resilience
GRADE	PO4
REPORTS TO	Deputy Head of Assurance
STAFFING RESPONSIBILITY	None

Job Purpose

To assist the Deputy Director Organisational Assurance and Resilience and Deputy Head of Assurance in the development, implementation and delivery of the Council's Annual Internal Audit strategy.

To deliver high quality audit outcomes that combine independent, objective and accurate assurance statements with helpful and value adding recommendations, advice and counsel to clients.

Salary range:	£50,574 - £53,607 p.a. inc. London weighting
Contract:	Permanent
Hours of work:	36 hours per week
Location:	Civic centre and other locations from time to time

Principal Accountabilities:

- To undertake risk based audit reviews and ad hoc audit projects.
- To assist in the development of the risk based audit plan.
- To ensure that audit reviews are undertaken in line with the Audit Protocol and Audit Manual.
- To ensure audit reviews are completed within the time-scale and budget allocated at the commencement of the project. To report to the Deputy Head of Assurance at the earliest opportunity if it appears an over-run is likely and provide reasons for this and potential solutions for recovery of lost audit time.
- To supervise and control the work of trainees/junior staff allocated to assist on an audit for which the post holder is the designated auditor.
- To ensure that the Deputy Head of Assurance is informed of any fraud or irregularity that is reported/suspected or detected or arises out of an audit undertaken by the post holder.
- To undertake training initiatives as stipulated by the Deputy Head of Assurance
- Maintain an up-to-date knowledge of all legislative and policy frameworks that impact on delivery of the internal audit function.
- Complete annual appraisal requirements.
- Where operational reasons make it necessary, to assist in the investigation of cases of fraud, irregularity and malpractice throughout all departments of the council or designated external body which has arisen as the result of Audit activity or which have been reported to the Deputy Head of Assurance
- To maintain all necessary records for the monitoring and reporting of the performance of the function.
- To provide support to the Deputy Head of Assurance in ensuring the successful completion of all tasks and that work is accurate and up to date and that deadlines and targets are met.
- To carry out such other duties that may be required from time to time by the Deputy Head of Assurance

- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
- Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
- Undertake any other duties commensurate with the general level of responsibility of this post.
- Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

Job Context:

The postholder will be one of three Principal Auditors reporting to the Deputy Head of Assurance. They will work closely with the Counter Fraud function and other functions within the Organisational Assurance and Resilience department.

DBS Status	Standard
Politically Restricted	No

Person Specification

Specify the qualifications, experience, skills and abilities required on the basis of the Job Description.	To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)
Knowledge (please specify all essential criteria):	
Understanding of risk based Internal auditing	A/T/I
Sound understanding of risk based internal audit techniques and methodologies	A/T/I
Understanding of risk management	A/T/I
Experience (please specify all essential criteria):	
The postholder will need to have had the following:	
<ul style="list-style-type: none"> Delivering risk based audit reviews in a private or public service role. 	A/T/I
<ul style="list-style-type: none"> Delivering a wide variety of audits including financial, operational, commercial and governance. 	A/T/I
Skills and abilities (please specify all essential criteria):	
<ul style="list-style-type: none"> Excellent communication skills and the ability to engage and influence stakeholders at all levels within the Council. 	T/I
<ul style="list-style-type: none"> Highly motivated and outcome focused to ensure that objectives of the department are delivered. 	T/I
<ul style="list-style-type: none"> Excellent written communication skills including experience of producing high quality audit reports. 	T/I
<ul style="list-style-type: none"> Ability to work on own initiative or as part of a team to deliver the allocated section of the audit plan within defined timescales and with minimal supervision. 	T/I

Skills and abilities (please specify all essential criteria):	
• Strong organisation skills to simultaneously progress a number of reviews and balance conflicting priorities.	T/I
• Competent in the use of MS Office.	T/I
List desirable criteria:	
• Experience of project management audits	A/T/I
• Experience of IT audits	A/T/I
• Experience of auditing in Oracle Finance.	A/T/I

How To Apply

Panoramic Associates Ltd is acting as an employment agency to Brent Council on this appointment.

For a more in-depth conversation about the role please contact Ella Butler, Senior Consultant or Rebecca Martin, Lead Principal Delivery Consultant who are leading on the process.

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.
- A supporting statement that sets out your understanding of both the role and the organisation, and how your experience matches the key criteria on the personal specification.

Alternatively, you can submit your CV direct to our consultants.



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