



Job Description

Audit Officer

Hours:	37½ hours per week
Salary:	£ 23,175 - £25,750
Base:	Chain Lane Community Centre, Knaresborough
Responsible to:	Head of Finances and Systems
Accountable to:	Chief Executive Officer

Job Summary

You will be an integral part of this important team, providing audit management for the Action Towards Inclusion (ATI) project. ATI is a £7.4million project that is part of the national Building Better Opportunities programme and is joint-funded by the Big Lottery Fund and the European Social Fund. Working effectively with colleagues and partner organisations, you will ensure that the programme is delivered to the highest standards of quality and compliance. Your role will include undertaking a cycle of audits within Your Consortium itself and across all delivery organisations, identifying and implementing improvements and preparation for external audits from Big Lottery Fund, the Department for Work and Pensions and the European Commission.

Specific Duties

1. Implement and manage a robust internal audit process for the Action Towards Inclusion programme to ensure high levels of compliance across the project and minimise the risk of clawback following external audit.
2. Test the level of compliance across the programme based on established technical guidance, procedures and relevant regulation and legislation.
3. Identify risk areas and control weaknesses. Test transactions to ensure compliance with accepted operating procedures and standards, and evaluate the nature and potential impact of detected non-compliance.
4. Produce clear, succinct audit reports highlighting key findings, conclusions and recommendations for timely review.

5. Set up and maintain controls and documentation procedures.
6. Undertake audits of financial claims, ensuring that there is appropriate evidence available to validate every aspect of each transaction.
7. Undertake audits of participant evidence including evidence of eligibility, progress and destination.
8. Provide support to internal colleagues and partner organisations in implementing improvements to internal systems and controls, as identified through the audit process.
9. Lead in the preparation of audits from external auditors including the Big Lottery Fund, Department for Work and Pensions and European Commission
10. Manage relationships with key stakeholders effectively, aiding the performance of audits.
11. Identify opportunities to improve the operation of Internal Audit to assist in creating a high performing function.
12. Attend internal and external meetings as required to carry to the role effectively

Organisational responsibilities

1. Contribute to the ongoing development and sustainability of Your Consortium
2. Attend and contribute to regular feedback and review meeting briefings with the Head of Finance and the team, including developing work-plans, reviews and other documentation as necessary
3. Participate in Your Consortium team meetings and training
4. Take responsibility, in consultation with the Head of Finance, for your personal development and progression
5. Undertake any training as agreed in support of the above
6. Participate, as a representative of Your Consortium, in external meetings and events, feeding back appropriately to the team
7. Act as ambassador for Your Consortium, protecting and promoting its good name and reputation at all times
8. Be aware of and work within the policies, procedures and guidance issued by Your Consortium
9. Undertake such other duties as may be determined from time to time commensurate with the range of activities described above and in line with any developments or changes in the role/organisation.

Personal Specification – Audit Officer

		Description	Essential	Desirable
Experience	1	Experience of establishing internal audit processes	✓	
	2	Experience of carrying out internal audits	✓	
	3	Experience of working effectively across teams	✓	
	4	Experience of working on European Social Fund contracts		✓
	5	Experience of working in the voluntary/community sector		✓
Skills and Knowledge	6	Excellent oral and written communication skills to enable complicated audit and financial issues to be explained to staff working at a range of levels	✓	
	7	Well-developed presentational, negotiation and influencing skills	✓	
	8	High level of attention to detail	✓	
	9	Ability to make judgements and recommendations in the context of complex systems and risk	✓	
	10	Ability to work on own initiative and solve day to day problems	✓	
	11	Good time management skills and the ability to work to tight deadlines whilst managing competing priorities.	✓	
	12	Friendly and approachable manner	✓	
	13	Good level of numeracy, keyboard skills and computer literacy	✓	
Other	14	Demonstrable commitment to inclusion and social justice	✓	
	15	Ability to travel independently across a large, rural county	✓	
	16	Relevant qualification in audit or similar discipline		✓