

Job Description

Job title	Audit Manager
Reports to	Director
Location	Wales
Direct reports	Apprentice, Graduate Trainee, Team Members, Senior Auditors, Financial Audit Lead
Salary band	7
Mobile	Yes
Eligible for Travel Allowance	Yes

Job description
Job Purpose
Accountable to the Director/Appointed Auditor for the management and delivery of financial audit projects
Main Duties
<ul style="list-style-type: none"> Managing and maintaining productive relationship with the client. In particular providing advice and guidance on accounting, auditing and corporate governance issues Setting project based objectives for teams and other staff working directly to client manager, so that they are fully utilised and sufficiently motivated and have clear direction. Aid team's understanding of developing Audit Wales aims and strategy
Key Results Areas
<ul style="list-style-type: none"> To deliver the Financial Audit Manager portfolio of work to time, cost and quality while ensuring that the delivery reflects the values and behaviours of the Audit Wales. To provide effective line management to both direct reports and to project team members. To build and maintain effective relationships with key stakeholders at a senior level To act as a role model for the values and behaviours of the Audit Wales.

General
Our Values and behaviours
Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.
Confidentiality and Information Security

General

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public-Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all mobile staff are subject to security vetting arrangements to CTC (counter terrorist check) security level.

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at work policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Person Specification

Requirement	Essential or Desirable
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1. Qualifications	
1.1 CCAB Accountancy Qualification	Essential
2. Skills and abilities	
2.1 Adept at moving between sectors and projects	Essential
2.2 Ability to act logically and creatively to influence Audit Wales impact	Essential
2.3 Ability to think strategically – to see the big picture and be aware of political and personal considerations	Essential
2.4 Ability to communicate complex issues in an understandable way to clients, the public and other stakeholders	Essential
2.5 Ability to manage staff of a variety of skills, backgrounds and experiences	Essential
2.6 Excellent negotiating and influencing skills	Essential
2.7 Ability to understand new concepts and appreciate issues quickly	Essential
2.8 To prepare and deliver presentations to colleagues and clients	Essential
2.9 Liaise with Resource Managers to ensure that financial and other projects are resourced appropriately	Essential
3 Experience	
3.1 Experience of operating at senior management and Board level	Essential
3.2 Wide ranging experience of using IT software such a word, excel, PowerPoint, TeamMate e-auditing and trained to advanced levels	Essential
3.3 Customising standard reports and letters from Audit Wales templates	Essential
3.4 Chairing and facilitating meetings and focus groups	Essential
3.5 Reviewing audit papers	Essential
3.6 Preparing non-standard written reports and correspondence	Essential
3.7 Briefing and influencing colleagues and clients	Essential
3.8 Lead and motivate financial audit team to successfully deliver projects	Essential
4 Personal attributes	
4.1 Clear ownership and accountability for their own development with up to date CPD record with full range of technical and professional skills and knowledge of public sector audit and accounting issues	Essential
4.2 Positive outlook, resilient, robust and confident	Essential
4.3 To present a confident and professional image with colleagues and clients, in a sometimes-sensitive political environment. They need to be able to adapt their style and approach to suit a wide range of audiences.	Essential
4.4 Put project management arrangements in place to deliver projects to required quality standards, within agreed budget and timescales in accordance with the agreed financial accounting standards and ISAs	Essential
4.5 Act on own initiative with limited supervision and guidance from more senior colleagues	Essential
4.6 Exercise judgement on technical accounting matters and decide the appropriate course of action	Essential

4.7 Liaise with Performance Audit Managers, Resource Managers and Directors and contribute to the scope of and provision of information and intelligence for performance projects	Essential
4.8 Provide appropriate feedback to the Line Managers on team members' performance	Essential
5 General	
5.1 Self-aware and a role model for Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Essential
5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 An awareness and commitment to the arrangements for health and safety	Essential

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Attend Welsh medium meetings and discussions and confidently contribute in Welsh
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Understand reports, correspondence and survey responses and take out key messages
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write reports and complex correspondence in Welsh with the assistance of Welsh spelling and grammar check