

Job Description

Job title	Audit of Accounts Director
Reports to	Executive Director Audit Services
Location	Wales
Direct reports	Audit Managers
Salary band	Band C
Mobile	Yes

Job description
Job Purpose
<p>Collective responsibility as part of the Audit Director Team for the strategic leadership and operational delivery of the Audit Wales programme of audit work.</p> <p>Accountable to the Auditor General¹ for the delivery of a portfolio of audit work, including delivery of financial accounts and proper arrangements of work.</p>
Main Duties
<ul style="list-style-type: none"> • Engagement Director on a number of audits / audit projects, with responsibility for the overall direction and quality of those audits, including dealing with correspondence from the public. • Responsible for delivery of a significant budgeted fee income and/or draw down of Consolidated Fund financing across a varied portfolio of audited bodies. • Be the senior point of contact in Audit Wales for our work on those audits • Responsible for building and maintaining effective relationships with key internal and external stakeholders at a senior level, including representing Audit Wales and the AGW at relevant external forums and events. • Actively support the delivery of the Audit Wales Annual Plan, contributing to the work of Director Team and other forums as necessary. • Provide direct line management for audit managers on projects and as part of cluster management arrangements. • Have lead responsibility for one financial audit cluster (approximately 30 staff in each). • Undertake lead roles on other functional activities as directed by the Executive Director Audit Services. • Champion the strategic importance of people, talent management and development issues, building a strong culture of continuous learning and knowledge sharing.

¹ Or to the Executive Director – Audit Services where the Auditor General chooses to delegate responsibility for the Audit Report to the Executive Director – Audit Services.

Job description

Key Results Areas

- Deliver a portfolio of audit work efficiently and within Audit Wales' quality expectations.
- Develop constructive professional relationships with senior officers and non-executives, members, etc at audited bodies and in other stakeholders.
- To act as a role model for the values and behaviours of Audit Wales.
- Embed a culture of value-for-money in Audit Wales, working collaboratively and collegiately across Audit Wales to ensure that Audit Wales maximises its strategic outcomes within the resourcing available.
- Develop and actively protect the reputation of the Auditor General and Audit Wales creating a sense of pride in all work undertaken.
- Build a performance culture to deliver high-quality and timely outcomes.

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

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. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of

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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
1. Qualifications	
1.1 Educated to degree level or equivalent	Essential
1.2 CCAB qualified and up to date CPD accreditation	Essential
2 Knowledge, Skills and abilities	
2.1 Strong audit and accounting technical skills	Essential
2.2 Extensive knowledge of audit legislation, regulatory environment and professional standards.	Essential
2.3 Good Understanding of the Welsh Public Sector, the related political environment and the AGW / Audit Wales' place within it.	Essential

2.4 Strong leadership skills which promote collaboration, continuous improvement, customer focus, motivate and develop staff and ensure delivery of high-quality audits and a positive organisational culture.	Essential
2.5 Ability to build, develop and maintain positive organisational reputation with key clients.	Essential
2.6 Excellent communication skills	Essential
2.7 Ability to produce clear reports, presentations, and guidance for both internal and external audiences and explain clearly, complex technical issues.	Essential
2.8 Ability to portray the organisation in a positive light in all forms of communication.	Essential
2.9 Experience of dealing with external media and press releases in both written and verbal formats, providing clear and concise information.	Essential
2.10 Internally to motivate and support staff from multi-disciplinary backgrounds	Essential
2.11 Ability to develop and maintain positive and professional working relationships with people at all levels at audited bodies and internally.	Essential
2.12 Ability to respond professionally and promptly to all internal and external requests for factual information	Essential
2.13 Ability to carefully and patiently explain, discuss and clear audit reports with audited bodies and other parties.	Essential
2.14 Proven line management skills	Essential
2.15 Build high performing multidisciplinary engagement teams	Essential
2.16 Champion the strategic importance of people, talent management and development issues, building a strong culture of continuous learning and knowledge sharing	Essential
2.17 Ability to work under pressure and to respond quickly to changing circumstances, incomplete information and to tight timetables	Essential
2.18 Work productively with colleagues across the organisation to ensure a coordinated, efficient, and effective service delivery to clients and stakeholders.	Essential

2.19	Deliver a large volume of complex tasks to agreed budget, timetable, and quality standards.	Essential
2.20	Excellent strategic and analytical thinking and skills.	Essential
2.21	Consistently apply sound judgement in dealing with complex and time-pressured inter-linked issues with imperfect information which could have a significant impact on key audit judgements and consequently on the reputation of the AGW/AW and client bodies.	Essential
2.22	Manage the delivery of a variety of projects with competing demands and resources to time, cost, and quality	Essential
2.23	Autonomy in managing client relationships as the senior point of contact – representing the AGW.	Essential
2.24	Confident operating in a digital environment, using a range of software tools to support project delivery and demonstrating a willingness to learn/develop new skills	Essential
2.25	Extensive experience of working at a senior leadership level with an organisation.	Desirable
2.26	A proven track record of delivering public sector external audit across the full range of public sector organisations.	Desirable
3 Personal attributes		
3.1	Able to work flexibly to deliver defined responsibilities	Essential
3.2	Able to develop and maintain positive and professional working relationships with both Audit Wales staff and external contacts.	Essential
3.3	Ability to deal sensitively and discreetly with confidential information	Essential
3.4	Be proactive in keeping abreast of issues relating to their work area	Essential
3.5	Take clear ownership and accountability for their own continuous learning and professional development	Essential
3.6	Tactful yet firm persuasive and negotiating skills	Essential
4 General		

4.1 Self-aware and a role model for Audit Wales values and behaviours	Essential
4.2 An awareness and a commitment to equality and diversity.	Essential
4.3 An awareness and commitment to the arrangements for health and safety	Essential

Audit of Accounts Director (Welsh Desirable)

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 correspondence in Welsh with the assistance of Welsh spelling and grammar check