

Job Description

Job title	Audit Lead (Accounts)
Reports to	Audit Manager
Location	Wales
Pay band	5

Job description
Job Purpose
<p>Accountable to the Audit Manager (Accounts), you will be responsible for leading on the day to day delivery of a portfolio of larger, higher risk and complex audits.</p> <ul style="list-style-type: none"> You may also be required to report directly to the Financial Audit Engagement Lead (FAEL) or Engagement Director (ED) on specific projects or issues, for example items of correspondence or challenge.
Main Duties
<ul style="list-style-type: none"> As a Financial Audit Lead, accountable to the FAM, you will be responsible for leading the planning, risk assessment, management and delivery of a range of larger, higher risk and more complex projects (both client and corporate projects). You will lead, supervise and review the work of Team Members including Senior Auditors to ensure that it is planned, executed and completed in accordance with Audit Wales operational requirements, to agreed standards and within agreed timescales and budgets. You will be responsible for day-to-day decisions on the audit work undertaken and work allocations and will be required to lead your audit portfolio with limited supervision and guidance from more senior colleagues. You will have lead responsibility for drafting audit reports and other outputs for senior client finance staff, non-executives and other key stakeholders. You will be required to undertake, oversee and manage tasks requiring an in-depth understanding of accounting and auditing standards and specialist knowledge of current technical accounting, legal, fraud and governance related issues, frequently involving the provision of authoritative advice/guidance to senior client finance staff. You will be responsible for leading higher risk and/or complex audits with larger team compositions, including a high proportion of non-qualified staff. You will be responsible for the supervision, support and coaching of the team and it is expected that this will form a significant proportion of your time. You will be expected to set project-based objectives for, and manage and provide feedback to, senior auditors and other staff working for you, ensuring that they are fully utilised, sufficiently motivated and have clear direction at all times. Together with the FAEL and the FAM, you will be responsible for managing and maintaining productive working relationships with senior client staff, non-executives and other key stakeholders, representing the Audit Wales professionally and with confidence. In the absence of the FAEL and FAM, you will be required to lead for the Audit Wales at Audit Committees and other senior client meetings. You will be required to contribute to the strategic and operational leadership of the financial audit practice as part of the cluster leadership team and, in doing so, aid the team's understanding of developing the Audit Wales aims and strategy.

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- You may also be required to report directly to the FAEL or ED on specific higher risk/profile issues such as dealing with correspondence/questions and challenge items and/or to contribute to corporate and/or strategic projects.
- You may be required to undertake other duties commensurate with the grade and the role.

Key Results Areas

- To support the FAM(s) in the delivery of a portfolio of audits, ensuring that they comply with the Financial Audit Delivery Manual (FADM) and underlying ISAs and in accordance with deadlines and budgets.
- To provide day-to-day management, support and coaching to audit team members and contribute to the wider cluster management.
- To be the primary day-to-day contact with senior client finance staff and in the absence of the FAEL and FAM to represent the Audit Wales at senior level client meetings.
- To act as a role model for the values and behaviours of 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

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 relating to service users. 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 2018, UK GDPR 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 on 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

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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 staff in qualifying roles 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 the 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. CCAB Accountancy Qualification.	Essential
2. Skills and abilities	
2.1 Excellent knowledge and understanding of audit and accounting standards, and the key issues relevant to, and affecting, the public sector. This would include emerging issues.	Essential
2.2 Excellent technical accounting and audit skills.	Essential
2.3 Being adept at using IT software such as Word, Excel, PowerPoint and, e-auditing.	Essential
2.4 Ability to communicate complex issues in an understandable way to clients, the public and other stakeholders. Customise communication style to ensure maximum impact.	Essential
2.5 Ability to use high-level questioning and active listening skills to gain a full understanding of matters, appreciate the views of others and appropriately challenge different points of view.	Essential

Person Specification	
Requirement	Essential or Desirable
2.6 Demonstrate high-level written skills either in customising standard reports and letters from Audit Wales templates or preparing non-standard written reports and correspondence, writing in a clear and concise manner.	Essential
2.7 Highly effective and proven time management and project management skills – including the ability to lead a portfolio of large complex clients and audits to Audit Wales quality standards, budgets, and often tight deadlines.	Essential
2.8 Ability to communicate with confidence, clarity and persuasiveness, pitching communication appropriately to a wide variety of audiences such as senior managers, boards, audit committees and staff.	Essential
2.9 Effective analytical skills and the ability to form carefully thought through professional judgements based on evidence.	Essential
2.10 Committed to and proven experience of operating a coaching style while instructing and reviewing the work of others, eg senior auditors/team members, to provide timely and constructive review and project feedback to both support audit delivery and the development of the team.	Essential
2.11 Ability to act logically and creatively to influence Audit Wales impact with both internal and external stakeholders.	Essential
2.12 Ability to understand new concepts and appreciate issues quickly and respond appropriately under pressure at Board/Audit Committee type settings.	Essential
2.13 Proven ability to manage a wide variety of clients and stakeholders with tact and sensitivity, across different areas of the public sector, and often in sensitive political environments.	Essential
2.14 Proven skills in preparing audit evidence, of often a complex or highly sensitive nature that clearly demonstrates an understanding of the issues, the evidence gained, and clear conclusions based on audit evidence.	Essential
3. Experience	
3.1 Significant experience of leading audits and understanding, resolving and managing teams to address technical and professional issues using highly developed skills and knowledge of external audit and accounting requirements.	Essential
3.2 Experience of and a well-developed understanding of the Welsh Public sector and the related political environment.	Desirable

Person Specification	
Requirement	Essential or Desirable
3.3 Excellent staff management skills to set direction and manage staff with a variety of skills, backgrounds and experiences to deliver high quality work to tight deadlines.	Essential
3.4 Experience of working with a variety of clients/sectors.	Desirable
3.5 Evidence of effective team management and the ability to foster a positive team environment – with the proven ability to lead staff of a variety of skills, backgrounds and experiences.	Essential
4. Personal attributes	
4.1 Clear ownership and accountability of their own CPD and development, with up-to-date CPD record.	Essential
4.2 Excellent inter-personal skills, with a proven ability to form and develop effective relationships with key officers and stakeholders, using tactful yet firm persuasive and influencing skills.	Essential
4.3 Self-confident and self-aware, positive outlook and resilient.	Essential
4.4 Sufficient pace of work, coupled with excellent planning and organisational skills to ensure each project is completed to time, cost and quality requirements.	Essential
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5.1 Able to act as a role model for the values and behaviours of Audit Wales	Essential
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Desirable
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