

## Manager - Internal Audit

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<b>Department</b>	States Treasury and Exchequer	
<b>Section</b>	Internal Audit	
<b>Reports to</b>	Chief Internal Auditor / Head of Internal Audit	
<b>JE Ref</b>	STE1040	
<b>Grade</b>	CS13	<b>JE Date:</b> 29/03/2022

### Job purpose

The Manager – Internal Audit will lead on the establishment of assurance and reporting across the Government of Jersey including Ministerial and Non-Ministerial Departments.

The post holder is responsible for supporting the annual internal audit opinion which is presented to Risk and Audit Committee and ELT as well as leading the development of and the implementation of the Internal Audit strategy and annual plan. The role will lead continuous improvement to evaluate and improve the internal controls and governance across the Government of Jersey.

### Job specific outcomes

1. Lead on their portfolio of audits in respect to planning, organising and the execution of audits in accordance with agreed and defined internal audit frameworks. The post holder will utilise the latest tools and techniques in ensuring the States maintains high standards in governance, risk management, implementing improvements where appropriate.
2. Support the Head of Internal Audit / Chief Internal Auditor to lead on the delivery of the Internal Audit Strategy ensuring compliance with Internal Auditing Standards and the legal requirements of the Public Finance Law.
3. Lead the development and completion of the Annual Internal Audit opinion providing assurance that the Treasury and Exchequer Department has a sound system of internal audit controls that supports the achievement of Government policies, aims and objectives and provides details of any significant internal risk issues to ensure appropriate action is taken to learn and mitigate.
4. Drive the function, to provide adequate resource to facilitate the effective delivery of the workings of internal audit. Providing of coaching and training to the audit team on risk management and internal audit methodology
5. Perform and control the full audit cycle to provide assurance and compliance with relevant legislation across the Government of Jersey, promoting of the highest standards of ethics across the organisation based on the principles of integrity, objectivity, competence and confidentiality
6. Championing the importance of evidence based decision-making/governance, exemplary stewardship of funds, regularity, propriety and rigorous internal control in order to keep the Government of Jersey safe and mitigate risk.

7. Maintain relevant policies and procedures, ensuring alignment with the wider Government of Jersey controls framework, as well organisational (enterprise)-wide adherence and compliance to maintain high standards of service and consistent finance communication.
8. Lead on the performance management process for investigation and analysis of serious breaches, ensuring all documentation and associated reports are in place for the Chief Internal Auditor in order for action to be agreed.
9. Lead the co-sourced internal audit partnership arrangement to ensure the partners are able to understand the priorities of the States of Jersey, the Audit Plan and approach set out in the Audit Strategy.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

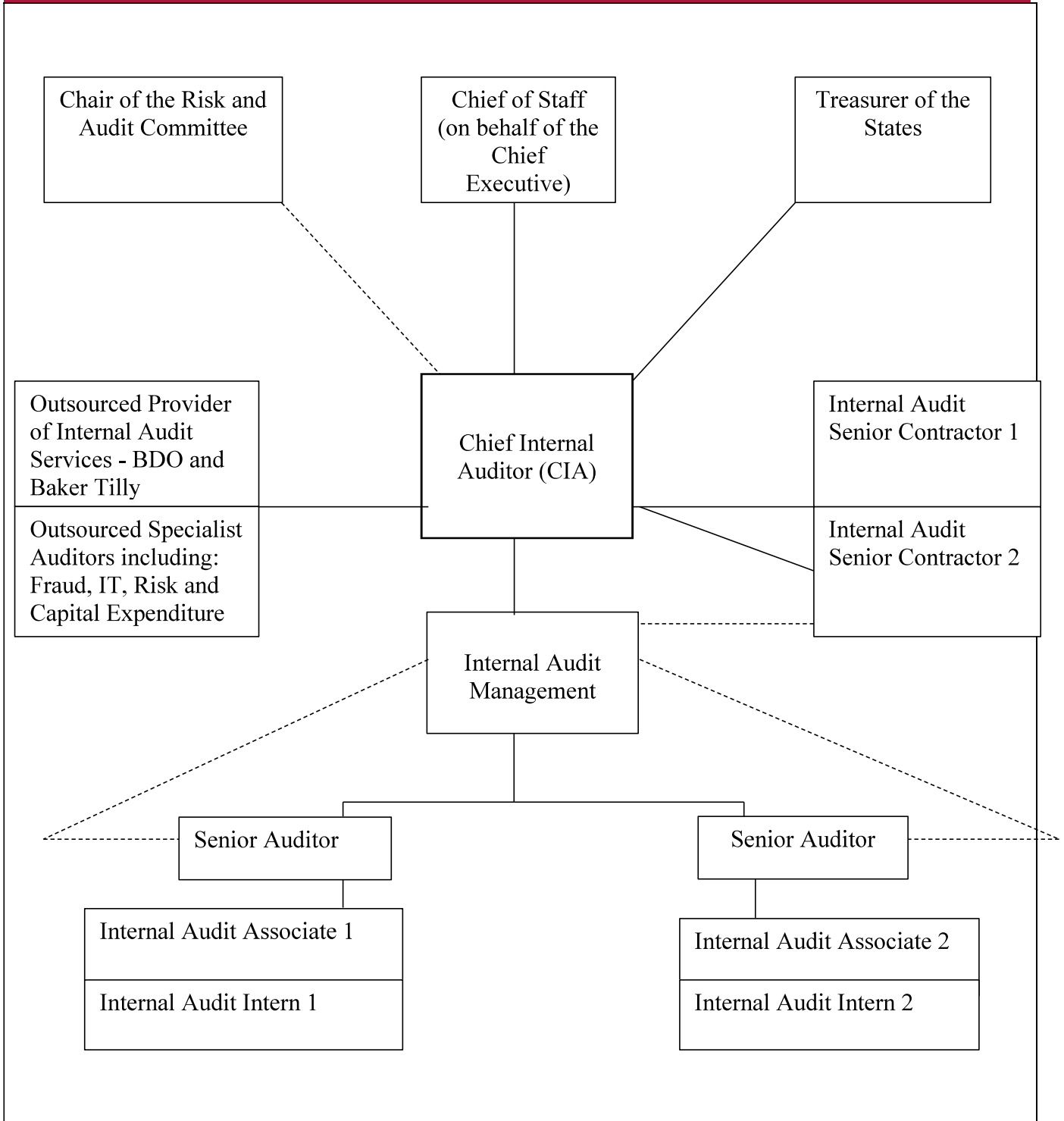
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Organisational structure

## One Government Departments



**Organisation chart**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Qualified Chartered Accountant (CCAB) and Equivalent Experience at a senior level in an audit function</p> <p>Post graduate degree (Masters level or equivalent) in relevant subject (e.g. accountancy) or Possession of a Management/ Leadership Qualification or Internal Audit or Risk Management related Qualification</p>	
<b>Knowledge</b>	<p>Advanced specialist knowledge of internal audit.</p> <p>Sound risk &amp; mitigation knowledge relating to audit.</p> <p>Advanced knowledge of the Government of Jersey structure and the States of Jersey Finance Law including the political system</p> <p>The role of the Finance Function in leading and driving organisational wide financial stewardship</p> <p>High degree of maintaining accurate data and systems</p>	<ul style="list-style-type: none"> <li>• Full range of the organisation's finance activities and processes as they relate to this role</li> <li>• The Policy process and the role of Finance in policy development, execution and realisation</li> </ul>
<b>Technical / Work-based Skills</b>	<p>Must be able to demonstrate the ability to extract, analyse, and synthesize complex information relating to the latest techniques in internal audit</p> <p>Possess a good working knowledge of a range of IT applications, including Excel</p> <p>Understand the internal audit and regulatory environment applicable to public service or equivalent organisations</p>	
<b>General Skills/Attributes</b>	<p>Must have excellent interpersonal skills with proven ability of communicate verbally and written with a wide range of professional groups</p> <p>Must be able to demonstrate confidence in their own judgement and have proven experience of inspiring, motivating, innovating and building effective relationships with key stakeholders.</p>	

<p><b>Experience</b></p>	<p>Extensive experience working in a public sector or equivalent finance role within internal audit</p> <p>.Ability to express complicated, multi-faceted concepts in an accessible way, both verbally &amp; in writing.</p> <p>Resilience to cope with difficult interpersonal situations, competing demands &amp; tight timescales</p> <p>Experience leading, inspiring and developing teams</p> <p>Experience working alongside Directors and Senior Stakeholders</p> <p>Experience setting departmental / finance strategy</p> <p>Experience driving continuous improvement within an organisation</p> <p>Well-organised &amp; able to produce forward plans &amp; consistently meet timetables.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
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### Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.