

Assistant Manager - Internal Audit

Department: Treasury & Exchequer

Section: Internal Audit

Reports to: Internal Audit Manager

JE Ref: STE1055

Grade: CS12

JE Date: 15/08/2023

Job purpose

The Assistant Manager - Internal Audit role is responsible for leading the audit team on audit engagements and managing staff to completion of tasks, to ensure the successful completion of the annual Internal Audit Plan.

The work carried out by and overseen by the Assistant Manager – Internal Audit provides Accountable Officers with reasonable assurance that their organisation's risk management control and governance are adequate, effective, and compliant with applicable legislation and other policy and procedures and is crucial to informing the Chief Internal Auditor's annual report and opinion on the States of Jersey's governance framework and internal control environment.

Job specific outcomes

- The post holder will manage the full audit cycle for their portfolio of audits, including assessing controls, compliance with regulatory authorities.
- Planning, organising, supervising and executing audits in accordance with agreed and defined internal audit frameworks. The post holder will take responsibility for their portfolio of audits and will utilise the latest tools and techniques in ensuring the States maintains high standards in governance and risk management - implementing improvements where appropriate.
- The post holder will provide assurance of a consistent audit methodology used across the department to ensure that Internal Audit is complying with internal auditing standards.
- Planning and allocation of staff resources to deliver the Internal Audit Plan, including developing the team and identifying training needs where necessary and provision of coaching and training to the audit team on risk management and internal audit methodology.
- Championing the importance of evidence-based decision-making/governance, exemplary stewardship of funds, regularity, propriety and rigorous internal control across the organisation. Proposal of methods from audit findings to improve financial management, financial literacy and processes and, if necessary, challenge the status quo to drive this improvement.
- Promote the role of internal audit across the organisation and to build relationships with colleagues in governance and finance roles.
- The post holder will provide support to the Risk and Audit Committee to embed enterprise-wide risk management strategy. Attendance at Risk and Audit Committee is expected, and the post holder may be asked to prepare reports for Risk and Audit Committee / Senior Leadership and to take minutes for Risk and Audit Committee meetings, as required.

- Carry out follow-up audits to verify that agreed action plans are on track for successful and timely implementation, as well as support the development of Internal Audit charters. Audit reports should be formalised and recorded, with recommendations noted and actions monitored – progress of actions should be reported in a timely way to the relevant governance group.
- Work with colleagues in Assurance & Risk to provide an evidence-based annual internal audit opinion on all aspects of governance, risk management and internal control. The post holder will also identify loopholes and recommend measures to mitigate against risks.

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

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree, Qualified Internal Auditor or Accountant, or be on track to qualify	<i>IT Audit qualification</i>
Knowledge	Knowledge of: <ul style="list-style-type: none"> • The role of the Finance Function in leading and driving organisational wide financial stewardship • States of Jersey Finance Law or equivalent and its application as appropriate to the role • The role of Finance in maintaining accurate data and systems as appropriate to the role • Statutory and management financial reporting as it relates to this role. • Understand the internal audit and regulatory environment applicable to public service or equivalent organisations. • An understanding of risk management techniques, and the relevance to audit • Latest techniques to enable an efficient audit service 	Knowledge of: <ul style="list-style-type: none"> • Full range of the organisation's finance activities and processes as they relate to this role • The activity and processes of Government including interaction between politicians and officials. The Policy process and the role of Finance in policy development, execution, and realisation
Technical / Work-based Skills	<ul style="list-style-type: none"> • Confident in analysing and presenting quantitative data. • Advanced working knowledge and proficiency in all Microsoft Office packages (e.g. word 	

	processing, spreadsheets, e-mail and internet use)	
General Skills/Attributes	<ul style="list-style-type: none"> • Effective written communication skills • Excellent interpersonal skills • Ability to build and manage effective stakeholder relationships. • Ability to delegate work appropriately. 	
Experience	<ul style="list-style-type: none"> • Experience working in a public sector or equivalent finance or governance role. • Experience leading, inspiring and developing teams. 	<ul style="list-style-type: none"> • Est. 0-5 years post qualification experience • Experience working alongside Directors and Senior Stakeholders within Government • Experience setting departmental / finance strategy. • Experience driving continuous improvement within an organisation

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 5 core accountabilities attributes and behaviour indicators.