

Kent County Council Job Description

Head of Internal Audit and Counter Fraud

Directorate: Strategic and Corporate Services (ST)

Division/Section: Finance / Internal Audit

Location: Maidstone / Sessions House

Grade: KR16

Responsible to: Corporate Director of Finance

Purpose of the Job:

The Head of Internal Audit plays a critical role in supporting the delivery of the Council's strategic objectives by championing best practice in governance, objectively assessing the adequacy of governance and management of existing risks, commenting on responses to emerging risks and proposed developments; and giving an objective and evidence based assurance on all aspects of governance, risk management and internal control independent of those who are directly delivering the activities being audited.

Main duties and responsibilities:

1. Lead the promotion of the benefits of good governance and internal control throughout the Council in conjunction with other senior officers.
2. Giving advice to the Corporate Management Team, Cabinet and others on the development of control arrangements and risks relating to proposed policies, programmes and projects. . Work collaboratively and positively across the organisation to support the improvement of processes, practices and in embedding learning to provide improved outcomes for the Council.
3. Leading on the development and directing delivery of an internal audit and counter fraud strategy that fits with and supports the Council's objectives and which takes account of assurances available to the Council on its controls and risks and taking account of any limitations in assurance given by others.
4. Producing an evidenced based annual internal audit opinion on the Council's system of internal control, comprising corporate governance, risk management and all aspects of internal control.
5. Leading on the liaison with the external auditor and other external inspectors to share knowledge and to use audit resources most effectively.

6. Supporting the Governance and Audit Committee in conjunction with the Monitoring Officer by directing the work programme to deliver its Terms of Reference, and advising the Chair as required on aspects of audit and internal control.
7. Leading and directing an effective audit and counter fraud service compliant with PSIAS and other relevant professional standards so that it makes a full contribution to, and meets the needs of the Council and external stakeholders.
8. Market, promote and maintain an effective internal audit and counter fraud service to a portfolio of the Council's arms length organisations as well as external bodies.
9. Determining the resources, expertise, qualifications and systems for the internal audit service that are required to meet internal audit's objectives; using a full range of resourcing options including co-sourcing with the private sector and/or other public bodies.
10. Representing on regional and national groups as required in relation to all matters pertaining to audit, internal control and governance.
11. On behalf of the Council lead on all national consultations relating to audit, assurance and internal control.

Corporate Responsibilities

Whole Council

- Seek to improve the lives of residents in Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo

- Ensure all services are delivered with appropriate reference to the market
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss
- Overcome professional and service silos to achieve the County Council's objectives.

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Deliver to agreed budget and income targets.

Kent County Council

Person Specification

Head of Internal Audit and Counter Fraud

This post is subject to a Standard Level Disclosure Application to the Disclosure and Barring Service, formerly the Criminal Records Bureau.

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be short-listed. Applicants should describe in their application how they meet these criteria.

MINIMUM CRITERIA	
Qualifications	<ul style="list-style-type: none"> • Full Consultative Committee of Accountancy Bodies (CCAB) qualification or chartered member of the Chartered Institute of Internal Auditors (CMAA)
Experience	<ul style="list-style-type: none"> • extensive prior experience of leading internal audit or an affiliated discipline in a large organisation • relevant post qualification experience at a senior level • substantial experience of service development and transformation • promoting and marketing the benefits of internal audit and counter fraud at high levels within and outside an organisation
Skills and Abilities	<ul style="list-style-type: none"> • communicate complex information in a clear and credible way • operate effectively in different modes including directing, influencing, evaluating and informing • able to give objective opinions and advice even if unwelcome • be sufficiently forceful to intervene with authority if governance or ethical principles need to be asserted or defended • able to challenge the status quo and be a catalyst for change • able to achieve results through influence, without direct authority • a high degree of political sensitivity
Knowledge	<ul style="list-style-type: none"> • a good understanding of business processes and governance including strategic planning and performance,

	<p>and financial and risk management</p> <ul style="list-style-type: none"> • aware of current issues facing public sector bodies and internal audit /counter fraud • comprehensive understanding of governance, risk management and internal control • marketing and developing an internal audit and counter fraud function • good understanding of the strategic priorities of the Authority to support its continuous improvement
<p>Behaviours</p>	<p>Support the three Kent Values:</p> <ul style="list-style-type: none"> • Open • Invite contribution and challenge • Accountability <p>by demonstrating the associated behaviours that are relevant to this role.</p>