

London Borough of Lambeth JOB DESCRIPTION

Job Title: Assistant Director - Internal Audit and Counter Fraud Services
Department: Finance and Investment
Division: Finance and Property
Business Unit: Internal Audit and Counter Fraud
Grade: Indicative SMG 3 (Pending evaluation)
Responsible to: Director of Finance and Property
Responsible for: up to 5 direct reports

Main purpose of post

- As the Chief Audit Executive for the authority, you will be responsible for setting the strategic direction of Internal Audit and Counter Fraud services, providing advice and assurance to senior management, audit committee, members and external auditors on systems and processes operating within the Council.
- Provide strategic leadership and advice and support along with the Section 151 and Monitoring Officers to deliver sound governance and assurance through an effective and efficient internal audit and counter fraud service.
- 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
- Shape and own the Annual Audit and Counter Fraud plan based on risk, updating the audit plan to take account of emerging and escalating risks and reporting progress to senior management and Corporate Committee.
- Oversee the provision and performance of the in-house and contracted services in respect of the delivery of the audit reviews.
- To determine the corporate anti-fraud and anti-corruption strategy and ensure compliance.
- Have oversight of fraud investigations including prevention, detection and prosecution. Monitoring investigations and casework, advising directors and members on standards and ethics to ensure compliance.
- Enhance the strategic role of fraud prevention and investigations, supporting individual ownership and organisational responsibilities focusing on prevention and control.
- Address member queries on issues concerning fraud and internal control, undertaking politically sensitive reviews and reporting senior management and members on the outcomes.

- As a leading member of the Cross Council Audit Group and the London Audit Group, engage with colleagues and partners across London to improve the Audit services and lead on the development and procurement of best in class audit and advisory frameworks

Key Accountabilities

1. Promote the benefits of good governance throughout the organisation and the highest standards of ethics across the organisation based on the principles of integrity, objectivity, competence and confidentiality.
2. Promote the highest standards of governance through the provision of assurance advice, technical guidance, policies, procedures, training and support to Officers and Members to underpin the achievement of the Council's corporate and service objectives.
3. Promote a culture of innovation and getting things right first time quality. An ability to adapt to changing service needs including the increased use of robotics and increased reliance on IT systems in the execution of Lambeth's assurance activities.
4. An ability to focus on outcomes and quality of service delivery that enhances Lambeth's Internal Audit and Counter Fraud functions and its reputation within the Council.
5. Provision of audit services to Tenant Management Organisations ,schools and other bodies.
6. Undertake services reviews and investigations related to sensitive or high risk areas in the organisation and provide practical support and advice to senior management and councillors on how to manage risk and address areas for improvement.
7. Develop and implement strategies for raising and maintaining a high level of anti-fraud awareness within the Council and the borough to deter fraud and corruption
8. Develop the Council's corporate anti-fraud strategy and develop and deliver a proactive anti-fraud programme including fraud awareness to ensure that appropriate arrangements are in place to prevent, deter and detect fraud.

Prepare interim and annual reports to members and Corporate Committee regarding auditworkplan, audit opinion and findings, including defining required actions to ensure implementation.
9. Produce an evidence based annual internal audit opinion on the organisation's control environment in accordance with the statutory requirements
10. To be aware of the Council's responsibilities under GDPR and the Data Protection Act for the security, accuracy and relevance of personal data held on systems and ensure that all administrative and financial processes comply with this.
11. To be responsible for the Council's Financial Regulations – providing advice and co-ordinating the review and updating of the regulations on behalf of the Section 151 Officer.

12. To advise on proposed changes to systems and processes across the Council, ensuring that highest standards of compliance and governance are maintained.
13. Responsible for the delegated budget and to ensure that effective financial management processes are maintained within the service.
14. To ensure maintenance of asset information, in accordance with departmental procedure, policy and statutory requirements.
15. Responsible for setting the annual work programme for the service, including setting high performance standards combined with performance indicators for the team and individuals.
16. Continuous development of the service offer including improving the quality and performance using latest developments and technology.

Organisational Expectations

All Council managers are expected to work in a way which meets the Council's Core Values and Behaviours and supports the achievements of the community outcomes.

Assistant Director and Head of Service should:

- Take a proactive approach to the deployment and use of resources to ensure they are sufficient to achieve the delivery outcomes.
- Promote and support the development of a continuous improvement and learning culture, coaching, and supporting other managers and officers to develop a culture of personal ownership and accountability for delivering outcomes.
- Focus on effective management principles identifying ways to increase service efficiency by early intervention, service innovation, the involvement of the community or better working with partners.
- Be accountable for the effective use of resources including budgets directly under your control. Managing the development of a performance culture, championing efficiency and value for money across all services.
- Provide direction and leadership in order to deliver cultural and organisational change across the service area
- Work with Councillors, colleagues, partners providing specialist advice, information, resources, and ideas to support the development of effective delivery services for the benefit of service users and the community.
- Actively encourage and promote a culture of transparency and employee/stakeholder engagement, forming partnerships and developing effective

working relationships with partners, service providers, members, citizens and communities to support the successful delivery of services.

- Promote a philosophy of putting service user's needs first and to work with key stakeholders, local residents and businesses organisations to ensure strong levels of community involvement at every stage of the delivery cycle.
- Contribute to the corporate leadership of the Council in the delivery of its corporate priorities, policies and agendas, shaping and implementing changes within the delivery cluster as required.

Strategic Management Duties

- To foster a teamwork approach to all staff to encourage collaborative team working, promoting ownership, responsibility and mutual understanding of the part each plays in the overall provision of the delivery services.
- To lead large teams in a matrix style, drawing expertise from across the directorate and the council, such that project objectives can be met.
- To be an active member of the Management Team and provide significant strategic management contribution to the council's performance and culture, providing professional leadership, and implementing cross-cutting strategies in order to effect continuous improvement and enhance the council's standing.
- Ensure strategic plans are in place to maintain business continuity, information security and risk management of all services.

Generic Responsibilities

- To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy, taking responsibility, appropriate to the post, for tackling racism and all other oppressive and discriminatory practices, for promoting a positive recognition of differences and community cohesion and must at all times carry out their duties with due regard to the Council's policies on equalities and the staff code of conduct.
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relationships.
- To actively promote and uphold the Council's code of conduct, values, behaviours, priorities and service standards.
- To undertake other duties appropriate to the grade as directed by management.

Other

- The post holder should be prepared to work outside of normal hours, including attending evening meetings.
- The job holder's decision making authority is determined by Council policy and procedures

PERSON SPECIFICATION
Assistant Director – Internal Audit and Counter Fraud
SMG XX

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Two Ticks” (✓✓) on the person specification when you complete the application form.</p>		<p>Shortlisting Criteria</p>
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>		
Key Knowledge	K1	A relevant degree, IIA professional qualification and continuing professional development or other relevant qualifications.
	K2	Knowledge of the principle statutory frameworks in local government, understanding of the application of key legislation in respect of fraud investigations
	K3	Knowledge of the requirements of the Public Sector Internal Audit Standards, Accounts and Audit Regulations and CIPFA statement on the role of the Head of Internal Audit together with current contract and procurement legislation and regulations
Relevant Experience	E1	Experience of leading, motivating and managing services with multi-disciplinary and diverse teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships
	E2	Experience of dealing with sensitive investigations which may result in reputational or financial risks
	E3	Track record of achievement at a senior leadership level in a similarly large and complex organisation including: <ul style="list-style-type: none"> • Delivering customer focused services and service improvements • Managing demands and pressures together with tight deadlines • Short and long term planning, anticipating priorities, changing landscape and predict future service

	E4	Experience of procurement and contract management of specialist audit and investigation services	
Qualification		Essential – IIA Qualified Desirable: <ul style="list-style-type: none"> • CCAB Qualified • Formal Investigation qualification 	
Core Behaviours			
Focus on People		Focusing on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Putting people at the heart of our work, after all that's our business. It's about making our processes fit people.	
Taking Ownership		Taking Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	
Working Collaboratively		Working Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results	
Communicate Effectively		Communicating Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	
Focus on Results		Focusing on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better	