



SWAP

INTERNAL AUDIT SERVICES

Assuring – Improving – Protecting

ICT Auditor Development Role

Job Description

February 2021



JOB DESCRIPTION

JOB TITLE:	ICT Auditor (Development Role)
PLACE OF WORK:	As specified in contract of employment* *Due to the current global SARS-CoV2 pandemic, SWAP currently operate a remote working arrangement.
GRADE / SPINE POINT:	Grade 4 (£22,627 start as ICT Auditor). Subject to successful completion of development progression to ICT Auditor, this may rise to Grade 5 starting at £26,511.
HOURS OF WORK:	Full Time (37 hours per week)
ALLOWANCES:	Casual Car User
REPORTS TO:	Senior ICT Auditor
SUPERVISORY RESPONSIBILITIES:	As stated below
FINANCIAL RESPONSIBILITIES:	None

Main Purpose of the Job

To undertake risk-based ICT, Digital and Cyber audits and other work as directed by the Assistant Director and in accordance with the Code of Ethics and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.

Summary of Responsibilities and Duties of the Job

1. To carry out audit reviews to a standard as set by the Company, as guided by the Senior ICT Auditor.
2. To assist the Assistant Director in devising the company-wide plans in relation to elements for ICT, Digital and Cyber.
3. To assist as a key contact on matters relating to the ICT, Digital and Cyber Risks for a client/s within SWAP .
4. To assist in initiating the audit process, including meeting with the client manager to discuss the objectives and scope of the audit review.
5. Performing audit procedures, including identifying and defining issues, developing criteria, reviewing and analysing evidence, and documenting client processes and procedures.
6. To conduct interviews, review documents, develop and administer surveys, compose summary memos, and prepare working papers.

7. To Identify, develop, and document audit issues and recommendations using independent judgment concerning areas being reviewed.
8. To assist in communicating the results of audit and consulting projects via written reports and oral presentations to management.
9. Develop and maintain productive client and staff relationships through individual contacts and group meetings.
10. To liaise with all levels of management, as required, about the audit process including agreeing recommendations in reports with client managers and agreeing implementation dates of same.
11. To provide assistance and advice to managers, as required, on the management of their ICT, Digital and Cyber risks.
12. To carry out follow-up reviews, as directed by the Assistant Director to ensure compliance with previously agreed recommendations.
13. To assist other members of staff of the Company as and when required.
14. To carry out any other reasonable duties as required by the Company.
15. Keep the Senior ICT Auditor fully apprised with regard to the current status of audit work.

External and Internal Contacts

Operational staff, senior members of staff and external agencies.

Face to face, telephone, written and electronic communication.

Working Environment

Office based. Travel between all principal offices at regular intervals will be essential.

Health and Safety at Work

Every SWAP employee is required to be familiar with, and abide by, the health and safety policy applicable at any site they may be working at.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and each Partner's Data Protection Policy.



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