



**SWAP**

INTERNAL AUDIT SERVICES

Assuring – Improving – Protecting

# AUDITOR JOB DESCRIPTION



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Auditor</b>
<b>PLACE OF WORK:</b>	<b>As specified in contract of employment</b>
<b>GRADE:</b>	<b>Grade 3 to Grade 4, depending on experience</b>
<b>ALLOWANCES:</b>	<b>Standard SWAP mileage rate</b>
<b>REPORTS TO:</b>	<b>Assistant Director</b>
<b>SUPERVISORY RESPONSIBILITIES:</b>	<b>None</b>
<b>FINANCIAL RESPONSIBILITIES:</b>	<b>None</b>

### Main Purpose of the Job

To carry out internal audit work, on own initiative, as directed by Senior Auditors.

### Summary of Responsibilities and Duties of the Job

1. Assists other staff of the partnership, as required, on audit assignments including all aspects of internal audit processes.
2. To mentor and support Trainee Auditors in their development.
3. To assist in identifying and evaluating SWAP partners risk areas.
4. Performing audit procedures, including identifying and defining issues, developing criteria, reviewing and analysing evidence, and documenting client processes and procedures.
5. To conduct interviews, review documents, develop and administer surveys, compose summary memos, and prepare working papers.
6. To Identify, develop, and document audit issues and recommendations using independent judgment concerning areas being reviewed.
7. To assist in communicating the results of audit and consulting projects via written reports and oral presentations to management.
8. Develop and maintain productive client and staff relationships through individual contacts and group meetings.
9. To make recommendations on ways to improve audit work processes.
10. Keep the appropriate Senior Auditor fully apprised with regard to the current status of audit work.
11. To assist other staff of the partnership as and when required.
12. To carry out any other duties as required by the Chief Executive, an Executive Director or an Assistant Director.

## **External and Internal Contacts**

Other members of staff including senior managers; liaison with external contacts for the Chief Executive and the Assistant Directors

Face to face, telephone, written and electronic communication.

## **Working Environment**

Office based. Travel between all principal offices.

## **Health and Safety at Work**

The health and safety policy of the Company, or that in force at any other partner site, will be adhered to as appropriate.

## **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 the Company's Data Protection Policy.

Last Review Date: August 2018