

Chief Assurance Executive

Service	Financial Services
Salary	£47,000 - £51,819 per annum <i>A supplement will be considered for an outstanding candidate</i>
Grade	11
Responsible to	Director of Financial Services, (Direct liaison with the Chairman of the Audit Committee)

[As this role may involve access to sensitive data and potentially to fraud and other investigations, the position may be subject to a DBS (Disclosure and Barring Service) check]

1. Main Purpose of the Job

The Chief Assurance Executive (CAE) occupies a critical position in Chelmsford City Council, helping it to achieve its objectives by giving independent and objective assurance on its governance, risk management and internal control arrangements. This role will act as the Chief Audit Executive as defined in the Public Sector Internal Audit Standards.

The CAE will have regular and open engagement across the Council, particularly with the leadership team and the Audit Committee.

In particular:

- To lead and manage the Council's Assurance function and ensure that effective, value adding and focused assurance services are provided
- To support the Council's s151 officer in all matters related to assurance
- To ensure that the Assurance team contributes towards the core principles that underpin the strategic direction of Chelmsford City Council and associated policy documents
- To ensure that the Assurance team is compliant with the requirements of the Public Sector Internal Audit Standards, including working to an effective risk based audit methodology
- To contribute to the on-going development of the Council's governance and assurance frameworks; ensuring that the standards of governance are sound and designed to help the Council meet its objectives
- To provide an effective, high profile Assurance Service and manage the relationship with External Audit to ensure audit resources are maximised
- To prepare papers for, attend and present at the Audit Committee, Strategic Risk Board meeting and other Corporate Leadership and Governance Committees as required
- To undertake complex audits as identified in the annual plan (expected maximum of 30% of CAE time)
- To act as a key advisor to the Council's Audit Committee.

2. Duties and Responsibilities

- You will champion best practice in assurance, objectively assessing the adequacy of governance and management of existing risks, commenting on mitigations and responses to emerging risks and proposed developments across the Council.
- Manage the development of a strategic audit plan and annual audit programme, in consultation with Council departments. Co-ordinate, manage and monitor the work of the assurance team to ensure that the audit plan is delivered, that audit recommendations are implemented and that there is effective integration between internal and external audit activities.
- You will take responsibility for the on-going development of the Assurance team, ensuring that the team members have regular performance assessments and development plans
- You will give an objective and evidence based assurance opinion on all aspects of the control environment. This includes risk and information management and internal controls across all systems, culminating in the production of the Annual Internal Audit Opinion on the Council's control environment.
- You will have regular and open engagement across the Council, particularly with the Leadership Team and the Audit Committee who have a responsibility for promoting good governance control arrangements and risks relating to proposed policies, programmes and projects.
- You will promote the highest standards of ethics and standards across the Council based on the principles of integrity, objectivity, competence and confidentiality., demonstrating the benefits of good governance for effective public service delivery.
- Offering consultancy advice where it is considered that it is appropriate, drawing up clear terms of reference for such assignments.
- Reviewing significant partnership arrangements and major services provided by third parties and the controls in place to promote and protect the Council's interests. Assessing whether lines of responsibility and assurance are clear.
- Liaising closely with the external auditor to share knowledge and to use audit resources most effectively and on the internal audit strategy priorities.
- Producing an assurance strategy that fits with, and supports organisational objectives and consulting on such strategy with all stakeholders.
- Working with the Risk Department in maintaining a best practice Risk and Assurance Management Framework which facilitates the effective identification and mitigation of the Council's major risks and their mitigation.
- Setting out how the Assurance department plans to rely on others for assurance over the effectiveness of the organisation's controls and risks and taking account of any limitations in assurance given by others.
- Liaising with external inspectors and review agencies where appropriate when drawing up the internal audit strategy.

3. Work Location

You will normally be based at the Civic Centre, Chelmsford, but may be required to work from any other location within the City should circumstances make it necessary.

The post holder is expected to work flexibly to ensure that outputs are maximised and time with audit clients is maximised

4. General Conditions

- A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.
- B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.
- C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.
- D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament and the European Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.
- E. You will carry out your responsibilities with due regard to the Council's Equal Opportunities Policy.
- F. You will be made aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding Children and Vulnerable Adults policy.

Person Specification

	ESSENTIAL	DESIRABLE
Education/Qualifications The post holder will be required to be a fully qualified member of a CCAB body or the IIA	E	
Knowledge <ul style="list-style-type: none"> • Risk Based Approaches to Internal Audit • Assurance and Risk Frameworks • Auditing and accounting standards and of the statutory framework governing the management of local authorities and their finances. • Awareness of current development affecting the statutory framework and related standards • A broad appreciation of risk management and corporate governance (including fraud arrangements) within a public-sector body. 	E E E E E	
Experience <ul style="list-style-type: none"> • Extensive experience of delivering internal audit and assurance services to senior management and other stakeholders and customers • To have worked with risk management and governance professionals to provide a joined-up assurance, risk and governance approach within an organisation • Proven staff management experience. • Experience of leading an assurance service. • Experience of reporting and presenting to an audit committee and providing advice to Members and Officers • Managing delivery of an outsourced provider under contract • Managing the budget of a department or team 	E E E E E	D D

Personal Qualities and Attributes

Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:

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| • Able to motivate and empower others to reach organisational goals. | E | |
| • Well-developed personal integrity and a good understanding of probity and ethics | E | |
| • Able to put across arguments in a compelling way, convincing or impressing others in ways that result in acceptance, agreement or behavioural change. A proven track record of good negotiating skills and experience of influencing the outcomes of service delivery | E | |
| • Building and maintaining effective relationships with a broad range of customers (internal) and the wider assurance community, involving customer scrutiny as part of continuous improvement. | E | |
| • Interacts with others in a sensitive and effective way, demonstrating a high degree of emotional intelligence. | E | |
| • Respects and works well with a range of people to maintain the 'public service' image of the Council. | E | |
| • Credibility amongst colleagues and Members within the organisation and the wider audit and assurance communities. | E | |
| • Creating new and imaginative approaches to work-related issues, identifying fresh approaches and showing a willingness and ability to question traditional assumptions. | E | |
| • The ability to find appropriate, pragmatic and creative solutions to challenges identified by the team or its customers. | E | |
| • Analyses issues quickly, breaking them down into their component parts, making systematic and rational judgements based on the information available. Demonstrates a readiness to make decisions, taking the initiative and spurring others into action. | E | |
| • Readily understands and anticipates the need for change, with the ability to establish a sense of urgency and common purpose around transformational change. | E | |
| • Understands and applies business and financial principles, viewing business issues in terms of costs, income generation and added value. | E | |
| • Proven verbal and written communication skills. Proven computer literacy skills. | E | |
| • Ability to work in a busy and pressurised environment | E | |
| • Work to statutory and other deadlines | E | |
| • Maintaining a high profile and influence in relation to Assurance and Audit | E | |

Circumstances

Ability to work evenings when required