



JOB PROFILE

Post Title:	Deputy Chief Auditor
Portfolio:	Audit St Helena
Responsible to:	Chief Auditor
Responsible for:	<i>Matrix management of 12 audit staff</i>
Grade:	TC

Job Purpose

To improve the lives of all within our community and help the island thrive by making a major contribution to public accountability in the UK Overseas Territories of St Helena and Ascension.

To meet this purpose the Deputy Chief Auditor will manage the operations of Audit St Helena, under the direction of the Chief Auditor, and will retain the prime responsibility for the planning and delivery of financial and performance audits in accordance with international standards across a diverse portfolio of public sector bodies.

Main Duties and Responsibilities

1. Under the direction of the Chief Auditor efficiently manage the operations of Audit St Helena in delivering a professional external audit function and servicing the Chief Auditor's responsibilities under statute including deputising as required.
2. Operational planning, management and performance monitoring of audit resources to ensure that workflow is organised to deliver audits in accordance with statutory deadlines.
3. Developing a financial audit operational plan which sets out how the external audit portfolio will be serviced to enable the Chief Auditor to report upon the published financial statements of public bodies within statutory reporting timelines.
4. Developing a performance audit operational plan which prioritises and schedules forward audits which will enable the Chief Auditor to assess arrangements for securing economy efficiency and effectiveness in the use of resources and make practical recommendations for improvement.
5. Developing a resource plan which provides for the efficient and effective deployment of operational staff resources and managing workflow to meet reporting deadlines and appropriate allocation of audit skills consistent with assessed risk and client service requirements.
6. Leading the planning, delivery and quality control of financial audit work at engagement level, across a diverse portfolio, in accordance with the Financial Audit Manual and ISAs.



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7. Leading the planning, delivery and quality control of performance audit work at engagement level in accordance with the performance audit manual and ISSAIs across the entire portfolio.
8. Ensuring that individual audits and therefore the overall audit plan is delivered to time budget and quality standards. In particular ensuring through supervisory review and quality control that the work of the audit engagement team meets professional requirements.
9. Developing effective working relationships with key contacts in client organisations and maintaining effective communications on the planning, delivery and reporting of the audit including the preparation of required documentation in accordance with standards.
10. Exercising professional judgement in determining the significance and disposition of matters arising from the audit including referral as appropriate to the Chief Auditor. Resolving contentious audit and accounting issues with client organisations. Explaining the outcomes of audits to senior managers, elected members and the Public Accounts Committee.
11. Development and implementing audit training policy and maintaining effective performance management of team members including objective setting and performance appraisal and review.
12. Providing technical leadership to ensure audit manuals, technical resources, methodologies and operational practices remain current and in accordance with international standards and guidance. Leading the implementation and maintenance of the audit management system.
13. Supporting the Chief Auditor in his role as professional advisor to the Public Accounts Committee including the preparation of required reports and advice and developing constructive and effective liaison with the PAC secretariat.
14. Assisting the Chief Auditor in managing the physical and financial resources of the audit service including proper financial administration, budget preparation and monitoring to ensure that fee income covers expenditure in the trading account.
15. Accepting operational responsibility for the System of Quality Management as set out in the International Standard of Quality Management 1 (ISQM1) and delivering the tasks and outcomes associated with this responsibility as set out in the Audit St Helena System of Quality Management (SOQM).



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Special Conditions

May be required to travel and work outside of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: Requirements for Continuous Professional Development met in terms of requisite number of hours/number of development sessions, etc., and when necessary submitted to Professional Institute to maintain professional status.	iv
Planning & Delivery of Work: Structures business or service unit to deliver key objectives and obtain and allocate resources. Defines a balanced set of targets and measures aligned with delivery plans.	v
Analysis and use of Information: Identifies trends from complex or conflicting data. Takes steps to address the root causes of highly complex problems. Develops new policy and procedures.	v



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Decision Making: Clarifies highly complex and disparate information to inform decision making, while also facilitating others to take creative decisions and generate solutions to meet organisational needs. Ensures decisions are evidence-based drawing on available knowledge and past experience. Considers internal and external influences in complex decision making and problem solving.	v
Working with Others: Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviour. Creates an environment which will enable delivery of shared policy outcomes.	iv
Communication: Promote effective communication across the organisation and ensure the organisation's priorities are clearly understood by all. Negotiates to reconcile individual competing priorities. Summarises information in an effective manner from detailed and complex documents.	v
Influencing and Persuading: Influences the organisation's strategy by utilising internal and external resources. Delivers influential advice and briefings. Presents unpopular messages confidently. Focuses on outcomes irrespective of the source of the challenge.	v
Dealing with Change: Takes wide view of strategic needs. Directs and drives organisational change. Evaluates the impact of change on the organisation. Initiates attitudinal change across the organisation. Provides appropriate support mechanisms during a period of change	v
Continuous Improvement: Creates an environment where employees and colleagues work to improve the way things are done. Manages own development and performance; identifies own mistakes and takes constructive action when required.	iv
Managing Resources: Ensures appropriate resources and levels of capability to deliver to plan. Uses	



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management information to monitor/control resources. Supports initiatives for new and more efficient use of resources. Gains respect and credibility from team members through effective delegation, coaching and development.	iv
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PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
CCAB qualified (Chartered Accountant – qualified member)	E	✓	
Degree level educated	E	✓	
A or AS level Maths	D	✓	
Class A Driver's license	D	✓	
Knowledge & Experience:			
A minimum of 5 years post qualified experience in external audit conforming to International Standards on Auditing	E	✓	
A minimum of 3 years audit management experience	E	✓	
A minimum of 2 years recent experience in the planning and conduct of performance audit or advisory engagements	E	✓	✓
Experience in the provision of external audit services within a public sector environment	D	✓	
Skills and Abilities:			
Advanced level statistical analysis	E		
Advanced level analysis of information	E		
Advanced level use of Microsoft Office suite, in particular Excel and Word	D		
Effective verbal communication skills with the ability to relate effectively with clients as the main point of contact	E		
Effective written skills required for drafting clear and succinct audit plans and management reports	E		
Excellent interviewing and negotiating skills	E		
Ability to design and deliver presentations	E		



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Excellent people management skills	E		
Advanced level financial management skills	E		
Job Competencies:			
Expert Knowledge and ability to apply in practice: <ul style="list-style-type: none"> • International Standards on Auditing (ISAs) • International Standards on Review Engagements (ISRE) • Financial Accounting Standards (IPSAS & IFRS) • Performance audit standards (ISSAI) or assurance engagement standards (ISAE) • Ethical Standards (IESBA Code) 	E		
Personal Attributes:			
Highly self-motivated	E		
Effective team player	E		
Ability to apply objective judgement	E		
Effective strategic thinking	E		
Responsive to change	E		
A creative approach to problem solving	E		
Ability to prioritise work to meet deadlines	E		
Able to maintain confidentiality and deal with sensitive issues appropriately	E		
Other:			
Willingness to work flexibly – some evening work may be required.			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.			



PERSON SPECIFICATION

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.



PERSON SPECIFICATION

Professional or Career Progression Cadre Competency Framework

- FINANCIAL AUDIT

Audit Grade	Full Title	Audit Grade (Beginning)	Minimum Requirement for Level [Note 1]	Minimum Years' Experience for Entry Level	Managerial/ Supervisory Years' Experience for Entry Level
AA	Assistant Auditor	A01	GCSE Maths and English Grade C	None	Not Applicable
A I	Auditor (level I)	B01	ACCA Diploma in Financial and Management Accounting (RQF Level 2)	2 Years	Not Applicable
A II	Auditor (level II)	B05	ACCA Diploma in Financial and Management Accounting (RQF Level 3)		
AIII	Auditor (level III)	B11	ACCA Diploma in Accounting and Business (RQF Level 4)		
		B13	Certified Accounting Technician (CAT)		
SA I	Senior Auditor (level I)	C01	ACCA Diploma in Accounting and Business/ ACCA Applied Knowledge	3 Years	Not Applicable



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Audit Grade	Full Title	Audit Grade (Beginning)	Minimum Requirement for Level [Note 1]	Minimum Years' Experience for Entry Level	Managerial/ Supervisory Years' Experience for Entry Level
SA II	Senior Auditor (level II)	C07	Advanced Diploma in Accounting & Business/ ACCA Applied Skills		
SA III	Senior Auditor (level III)	C13	ACCA Strategic Professional		
PA	Principal Auditor	D01	Chartered Accountant	3 Years	1 year
AM	Financial Audit Manager	E01	Chartered Accountant with Professional Registration	3 Years	2 year
DCA	Deputy Chief Auditor		Chartered Accountant with Professional Registration	5 years	3 Years
CA	Chief Auditor		Chartered Accountant with Professional Registration	10 Years	5 Years



PERSON SPECIFICATION

- PERFORMANCE AUDIT

Audit Grade	Full Title	Audit Grade (Beginning)	Minimum Requirement for Level [Note 1]	Minimum Years' Experience for Entry Level	Managerial/ Supervisory Years' Experience for Entry Level
AA	Assistant Auditor	A01	GCSE Maths and English Grade C	None	Not Applicable
AN I	Analyst (I)	B01	ACCA Diploma in Financial and Management Accounting (RQF Level 2)	2 Years	Not Applicable
AN II	Analyst (II)	B05	ACCA Diploma in Financial and Management Accounting (RQF Level 3)		
AN III	Analyst (III)	B11	ACCA Diploma in Accounting and Business (RQF Level 4) or CIPFA Certificate in IPFM		
		B13	Certified Accounting Technician (CAT)		



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Audit Grade	Full Title	Audit Grade (Beginning)	Minimum Requirement for Level [Note 1]	Minimum Years' Experience for Entry Level	Managerial/ Supervisory Years' Experience for Entry Level
SA I	Senior Analyst (level I)	C01	CIPFA Diploma in IPFM	3 Years	Not Applicable
SA II	Senior Analyst (level II)	C09	CIPFA Advanced Diploma in IPFM		
SA III	Senior Analyst (level III)	C13	CIPFA Strategic Level		
PA	Principal Analyst	D01	CPFA Qualified/Equivalent Masters	3 Years	1 year
PAM	Performance Audit Manager	E01	Professional Qualification/ Doctorate	3 Years	2 year