

Kent County Council

Job Description: *Principal Auditor (IT Specialist)*

Directorate:	Strategic and Corporate Services
Unit/Section:	Finance
Grade:	KR11
Responsible to:	Head of Internal Audit

Purpose of the Job:

Responsible for analysing and assessing an organisation's technological infrastructure to ensure processes and systems run accurately and efficiently, while remaining secure and meeting compliance regulations. Plan and undertake IT audits and identify any issues, specifically those related to security and risk management. If issues are identified, responsible for communicating these findings to others in the organisation and offering solutions to improve or change processes and systems to ensure security and compliance.

Main duties and responsibilities:

- Perform the required IT audits of the organisation as an individual or working in a team, following both established department standards and the Standards for the Professional Practice of Internal Audit established by the IIA.
- Make comprehensive plans to carry out individual audit assignments, including determination of audit objectives, identifying major controls and risks, and creating the right audit program; make recommendation of required budget and staff to complete the project.
- Produce reports and audit work papers, ensuring effective documentation of results of audits on assigned activities, as well as the issues identified and recommended action that management should take.
- Build effective relationships with senior officers and auditees and become a trusted advisor, providing audit expertise to support the achievement of the priorities of the Council.
- Be accountable for the delivery of a portfolio of IT Audit, working on multiple assignments to various stakeholders and clients.
- Identify potential IT risks and related issues by applying knowledge of Information Technology industry trends and present IT environment.
- Provide advice to Internal Audit team members regarding IT risks and controls.
- Take part in major IT initiatives and projects in an advisory capacity, as well as in undertaking assurance reviews of IT systems and internal controls under development.

- Participate in developing and implementing a detailed annual audit plan that takes into consideration risk assessment, goals and objectives of management as well as the Audit Committee requirements.
- Continually develop the provision of an IT Audit services to all stakeholders and clients, playing a core role in the delivery of IT Audit services to new clients.

Footnote: This job description is provided to assist the job holder to know what the main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Principal Auditor (IT Specialist)*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Level 5 Diploma (or equivalent) or degree and advanced level professional qualification and knowledge.</p> <p>A recognised IT qualification such as: Qualified in Certified Information Systems Security Professional (CISSP) or the Certified Information Systems Auditor (CISA) or equivalent.</p>
EXPERIENCE	<ul style="list-style-type: none">• Significant experience in IT Audit /risk and control environment• Previous experience of managing a varied workload including responsibility for individual projects and complex IT reviews.• Previous experience of presenting findings and recommendations.• Successful track record in supervising staff and motivating them in meeting business objectives.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Professional approach and be a trusted advisor to stakeholders and clients.• Ability to analyse and interpret highly complex legislation and policies.• Ability to communicate confidently and effectively, both orally and in writing at all levels, including excellent report-writing skills.• Ability to work collaboratively / in partnership with a wide range of stakeholders and clients.• Ability to achieve tight deadlines utilising effective organisation skills.• Ability to identify and implement data analytics to provide continuous improvement.• Ability to work as part of a diverse team, including sharing experience and expertise, coaching peers and auditors.• Commitment to continuous improvement and development of self and team.• Commitment to equalities and the promotion of diversity in all aspects of working.

KNOWLEDGE	<ul style="list-style-type: none"> • Strong knowledge of the various auditing standards recognised in the industry, including ISACA IS Audit and Assurance Standards and Guidelines and Institute of Internal Auditors (IIA) Standards and Guidelines.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge. • We are curious to innovate and improve. • We are compassionate, understanding and respectful to all. • We are strong together by sharing knowledge. • We are all responsible for the difference we make. <p>Understanding and adherence to the Finance Behaviours: - Make it happen.</p> <ul style="list-style-type: none"> - Water for growth - Break the barriers. - Commercial perspective - Be kind