**SCOTTISH LEGAL AID BOARD**

**Person Specification and Job description for applicants**

**Internal Auditor**

**Corporate Services & Accounts**

**Edinburgh**

**Starting salary from £39,360**

We are currently recruiting for an Internal Auditor (Grade 6) within the Internal Audit department of our Corporate Services & Accounts Directorate.

Further details are supplied in the ‘[**General Information for Applicants**](https://www.applications.slab-vacancies.org.uk/files.axd?id=f26ca415-766a-4294-b8a3-5688f0bef31c)’ document available on the [**portal**](https://www.applications.slab-vacancies.org.uk/pages/job_search_results.aspx?searchtype=all).

**Our organisation**The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland. As a non-departmental public body responsible to the Scottish Government, our primary purpose is to manage and continuously improve publicly funded legal assistance and advise Scottish Ministers on its strategic development for the benefit of society.

As an organisation we carry out rewarding work that can have a considerable impact on clients’ lives. Our total reward package includes flexible working hours, occasional remote working, a competitive holiday entitlement of 34 days per year (inclusive of public and privilege holidays) increasing after five years of continuous service, and a defined benefit contributory pension scheme with 6% employee contribution.

We welcome and encourage applications from diverse backgrounds, including groups currently underrepresented in our workforce. We pride ourselves as being an employer of choice.

If you wish to learn more about the Scottish Legal Aid Board (SLAB) and our other direct services, please visit the [**SLAB website**](https://www.slab.org.uk/).

**Information about the role**

The main purpose of the role is to plan and carry out internal audit assignments. The post holder will be responsible to deliver work effectively and efficiently with accordance of the organisation’s standards, procedures and performance targets. The Internal Auditor will also ensure that reports are drafted to the required corporate standard and in compliance with the Public Sector Internal Audit Standards.

**Main Duties and Responsibilities**

1. Carry out specific audit engagements to the standards set out in the Department’s Audit Manual and in accordance with the requirements of the Public Sector Internal Audit Standards
2. Interview staff at all levels skilfully and confidently to obtain detailed knowledge of the systems/procedures under review in order to provide an objective evaluation of and opinion on the overall adequacy and effectiveness of SLAB’s framework of governance; risk management and control; in an economical, efficient and timely manner
3. Document current systems/procedures in an appropriate manner
4. Prepare and agree overall remit and scope of assigned audit engagements with managers / directors
5. Draft and discuss with managers internal audit reports based on the finding and recommendations arising from audit work
6. Draft work programme and risk and control evaluations for assigned audit engagements
7. Perform tests in accordance with the work programme and record results both for working papers as well as draft and final reports
8. Complete time and progress updates to enable work to be monitored and controlled
9. Conduct ad-hoc consultancy exercises
10. Assist in the preparation of ad-hoc reports, Executive Team and Audit Committee papers

Contribute to the effectiveness and efficiency of the Department including the carrying out of the department’s annual assurance programme through the testing and evaluation of key controls

**Essential Criteria**

*You will be asked in your personal statement to provide evidence as to how you meet the essential and desirable criteria listed below:*

* Experience in monitoring, reviewing and testing internal controls**.**
* Experience in preparing and presenting reports to senior management and/or external audiences.
* Excellent oral and written communication skills.
* Good interpersonal skills with the ability to build cooperative relationship and ability to handle difficult and complex communications with variety of stakeholders.
* Analytical skills with experience of providing a recommendation based on analysed evidence.
* Good IT skills with working knowledge of the MS Office suite of programmes (especially Word and Excel).
* Good personal organisation and administration skills, with a methodical and analytical approach to work and the ability to deliver within agreed deadline.
* Initiative to contribute and apply new ideas to working methods with a “can do” attitude.

**Desirable Criteria**

* Experience of working in an internal audit, compliance or risk management function
* Experience of working in/with central or local government, non-departmental public bodies or the voluntary sector

**Criminal record check**

All applicants must have a recent criminal record check (last 12 months), either at the application stage or following a conditional offer of employment. For this post we require a Basic Disclosure Scotland. For more information about types of criminal record checks in Scotland please visit [**www.mygov.scot**](http://www.mygov.scot/disclosure-types/).

**Qualifications**

* Professional qualification as an Internal Auditor (CMIIA) or qualified CCAB accountant with relevant audit experience or equivalent experience.

*Please note that for jobs in Grades 4 and 5, and above you must hold a minimum of 3 Highers or equivalent* educational qualifications. Equivalent relevant work experience may also be acceptable. *If you fail to demonstrate how you meet the minimum qualifications as stated above, your application will be automatically sifted out.*

**Competencies required**

*In addition to the Essential criteria listed above, the following competencies for Grade 6 roles are also required and all SLAB applicants will be tested against these during the interview or assessment centre.*

**Team work**

* Can be relied on to deliver agreed personal objectives and aware of how their work connects with the work of others
* Builds networks and maintains good working relationships with colleagues, valuing their diversity and contribution, and open to different points of view
* Contributes views, ideas and experience to improve the team’s performance, offering and/or seeking practical help when necessary.

**Customer Service**

* Knows and understands internal and external customers and how their role fits into SLAB and the wider public sector
* Builds positive working relationships with customers, works to agreed time scales and standards of quality.

**Information Management**

* Uses a range of corporate systems and is aware of security and organisational procedures
* Accesses, manages, stores and retrieves information through effective use of SLAB Information Systems
* Shares and presents information of all kinds in an appropriate format accurately and on time
* Contributes to the continuous improvement of Information Management Systems.

**Self-awareness**

* Aware of personal strengths, takes pride and responsibility for performance at work and responsive to constructive feedback
* Adaptable, contributes to and embraces new ways of doing things, seeking the support of others when needed
* Responsible for personal behaviour and accountable for own actions, health and wellbeing
* Aware of personal strengths, takes pride and responsibility for performance at work and responsive to constructive feedback
* Adaptable and embraces new ways of doing things, contributing ideas and energy to continuous improvement
* Takes control of personal and professional development, actively managing own Personal Learning Plan as well as supporting the development of others when needed.

**People Management**

* Aware of impact on others and creates a positive environment for innovation, learning, health and wellbeing.

**Communications and engagement**

* Contributes views, ideas and experience, identifying appropriate methods of communication and target audience
* Verbal communication is confident, contributing ideas in a clear and concise way
* Inquisitive and actively listens, responding appropriately and using clarifying questions to test understanding.
* Engaged and credible with stakeholders, connected to a range of internal and external networks
* Communicates clear and creative ideas that meet the needs of a range of audiences, ensuring objectives and outcomes are achieved
* Produces concise, clear, well-structured written work using SLAB guidance
* Considers and communicates the impact of decisions on wider policies and programmes.

**Improving Performance**

* Adapts quickly to fit skills and resources to changing circumstances and expectations
* Applies risk management principles to decision making, controlling opportunities and threats to achieving objectives.

**Analysis and Use of evidence**

* Use evidence to assess, measure and evaluate projects and policies, considering the impact on other policies and government outcomes
* Interrogate analytical and management information to draw out key messages and findings to support decisions
* Organise and collate robust information from a variety of sources in decision making, sharing knowledge and information across the wider system.

**Interview Expenses**

Travel and subsistence expenses during the selection process are the responsibility of the applicant.

Following current government guidance on social distancing, the interview will most likely be arranged online using video conferencing tools.

**Starting Salary**

This job is Grade 6 within SLAB, which currently has a starting salary of £39,360. The current maximum of the Grade 6 scale is £44,910, payable after five years assuming standard progression through the grade. Progression is subject to satisfactory performance.

These figures are based on SLAB’s current pay position which covers a one year pay period from 1 April 2022. Any future salary increases after 31 March 2023, either as a result of pay progression within Grade 6 or other increases to salary points, are subject to Public Sector Pay Policy, Scottish Government approval of an affordable pay remit, SLAB’s negotiations with the Union on pay reviews and SLAB’s own pay policy.

**Working Pattern**

The standard working week is 37 hours in total with an unpaid lunch break of 36 minutes each day during SLAB opening hours. Flexible working may be available, but should be discussed.

**Other information**

Your permanent place of work is located at SLAB, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE.

Please note that due to the current circumstances following the COVID-19 pandemic and government guidance on social distancing measures, as a precautionary measure you are required to temporarily work from home until further notice, other than where attendance at a SLAB building is approved by your manager for one of the reasons specified in our Returning to the Workplace Policy. This temporary period of homeworking will be regularly reviewed and will cease when it is no longer deemed to be necessary, at SLAB’s discretion. We are currently reviewing our pre-existing Flexible and Homeworking Policy and expect an element of homeworking to continue to be possible once pandemic restrictions are removed, but your contractual permanent place of work will continue to be Thistle House.

For details regarding pre-employment checks and other relevant information, please review all documents attached to this job advert, and our application process, which is available in the [**recruitment section**](https://www.slab.org.uk/recruitment/) of our website.

Please note that this information is provided for guidance only and does not form part of the conditions of employment. For further information on who we are and what we do, visit [**www.slab.org.uk**](http://www.slab.org.uk).