



SCOTTISH LEGAL AID BOARD
Person Specification and Job description for applicants

Internal Auditor
Corporate Services & Accounts

Edinburgh

Starting salary from £38,200
Pro rata if part-time

We are currently recruiting for Internal Auditor Grade 6 within the Internal Audit Department of our Corporate Services & Accounts Directorate. This post is permanent on a full-time basis.

If you are applying for full time position on a part-time basis (less than 37 hours per week), please give details of the number of hours and pattern of part-time work you would be interested in. Further information is supplied in the 'General Information for Applicants' document.

Our organisation

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

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

We are a highly ethical organisation, carrying out rewarding work that may have a considerable impact on clients' lives. With a low staff rotation ratio, as a business, SLAB can offer a stable and secure employment package. Our total reward package includes the following: flexible working hours, a competitive holiday entitlement of 34 days per year (inclusive of public and privilege holidays) increasing after five years of continuous service, and a 6% contributory pension scheme. In some cases, we may financially contribute to relocation expenses for roles out with the Central Belt.

If you wish to learn more about the Scottish Legal Aid Board (SLAB) and our other direct services, please visit the [SLAB website](#).

Information about the role

The main purpose of the role is to plan and carry out internal audit. 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.

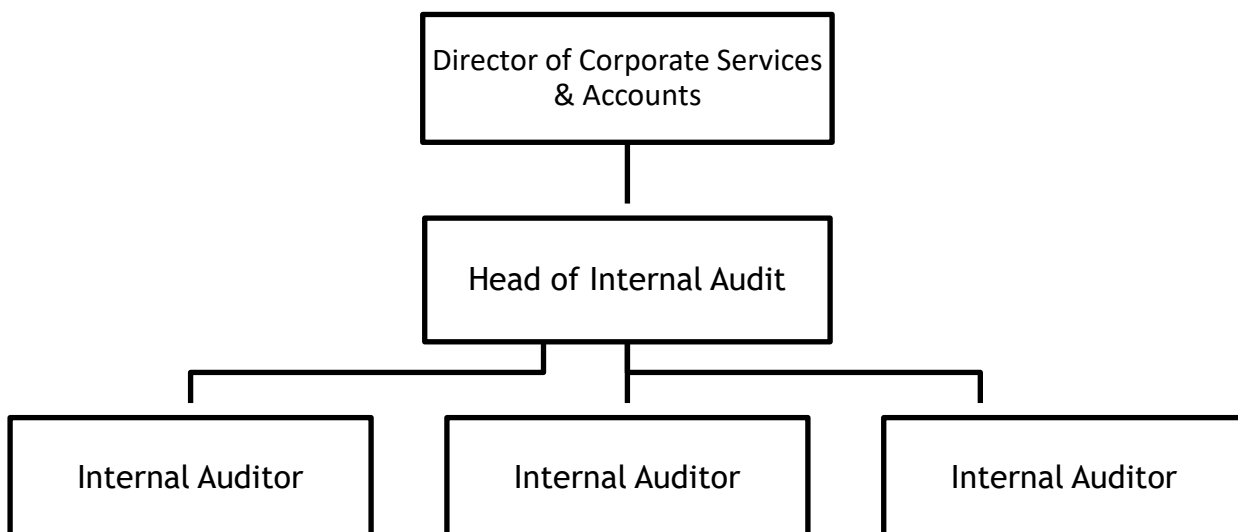
Main Duties and Responsibilities

- 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
- 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

- Document current systems/procedures in an appropriate manner
 - Prepare and agree overall remit and scope of assigned audit engagements with managers / directors
 - Draft and discuss with managers internal audit reports based on the findings and recommendations arising from audit work
 - Draft work programme and risk and control evaluations for assigned audit engagements
 - Perform tests in accordance with the work programme and record results both for working papers as well as draft and final reports
 - Complete time and progress updates to enable work to be monitored and controlled
 - Conduct ad-hoc consultancy exercises
 - 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

Organisation



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

All applicants must have a recent (last 12 months) criminal record check either at the application stage, or following a conditional offer of employment. For this post we are requiring Basic Disclosure Scotland. For more information about types of criminal record checks in Scotland please visit 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.

Competency required

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

Team Work

- Knows and understands the contribution the team makes to SLAB's performance, and Operational Plans
- Can be relied on to deliver agreed personal objectives and is 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 is 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 & how their role fits into SLAB and the wider public sector
- Understands customer needs and expectations and responds in a helpful and professional way
- Builds positive working relationships with customers and works to agreed time scales and

Information Management

- Uses a range of corporate systems and is aware of security and organisational procedures
- Accesses, manages, stores, 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 Management Information Systems

Self-awareness

- Responsible for personal behaviour and is accountable for own actions, health and wellbeing
- Aware of personal strengths and takes pride and responsibility for performance at work and is responsive to constructive feedback

Communications and Engagement

- 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 and controls opportunities and threats to achieving objectives

Analysis and Use of evidence

- Interrogates analytical and management information to draw out key messages and findings to support decisions
- Organises and collates 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 of social distancing, the interview will be most likely arranged online using video conferencing tools.

Starting Salary

This job is graded as Grade 6 within SLAB, which currently has a starting salary of £38,200 up to £44,010.

These figures are based on SLAB's current pay position which covers a one year pay period from 1 April 2020. Any future salary increases after 31 March 2021, 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 at SLAB, Thistle House, 91 Haymarket Terrace, Edinburgh. Please note that due to the current circumstances following the COVID-19 outbreak and government guidance on social distancing measures, as a precautionary measure you are asked to temporarily stay at home and work until further notice. 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, in which case you will be required to return to the permanent workplace.

For information regarding the pre-employment checks and other relevant information please review all documents attached to this job advert available on our recruitment website. Note that this information is provided for guidance only and does not form part of the conditions of employment.

Further information about the Scottish Legal Aid Board (SLAB), including who we are and what we do, can be found at www.slab.org.uk.