



PERSON SPECIFICATION

Post Title:	Chief Auditor
Portfolio:	Audit St Helena
Responsible to:	The Governor
Responsible for:	Deputy Chief Auditor
Grade:	Technical Cooperation Officer

Context

The post of Chief Auditor is equivalent to the post of Auditor General in many jurisdictions and has responsibility for the external audit of the Government accounts of St Helena and Ascension, the audit of financial statements of other public bodies, and for conducting a programme of performance audits covering government expenditure. The office of Chief Auditor is established under the Constitution of St Helena, Ascension and Tristan da Cunha and operates with a high degree of autonomy.

Job Purpose

To improve the lives of all within our community and help the island thrive by promoting accountability in the public administration of St Helena being the key advisor to the Public Accounts Committee and playing a pivotal role in the formal sessions which question officials on accountability and performance issues.

Main Duties and Responsibilities

The main duties and key responsibilities of the Chief Auditor shall include, but not be limited to, the following:

1. Prepare and maintain for approval by the Public Accounts Committee (PAC) a rolling three-year strategic plan and financial estimates which sets out how the statutory audit functions of the Chief Auditor will be met through Audit St Helena and other audit service providers.
2. Oversee the development of a financial audit operational plan which shows 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.
3. Oversee the development of a performance audit operational plan which prioritises and schedules audits which will enable the Chief Auditor to assess whether value for money has been secured in the use of resources and make practical recommendations for improvement.
4. Operate as senior statutory auditor with responsibility for issuing independent auditors reports in accordance with International Standards on Auditing and applicable legislation covering the annual financial statements of Government and other public bodies.



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5. Oversee the planning and delivery of performance audit work at engagement level in accordance with the performance audit manual and ISSAIs across the entire portfolio.
6. Manage relationships with client organisations and ensure the maintenance of effective communications on the planning, delivery and reporting of the audit. Presenting the outcomes of audits to senior officials, Executive and Legislative Council and the Public Accounts Committee.
7. Develop the capacity and capability of the public audit function including the maintenance of effective internal communications, staff performance management, training and development, and future succession planning.
8. Act as the accountable officer for the system of quality management under the International Standard on Quality Management (ISQM 1), with responsibility for its ongoing operation, maintenance, review, and continuous improvement, and for embedding a culture of continuous improvement and learning. Provide technical leadership on audit and accounting matters and ensure the implementation of good practice.
9. Perform the role of professional advisor to the Public Accounts Committee including the preparation of required reports and advice and developing constructive and effective liaison with the PAC members and secretariat.
10. Manage as Accounting Officer 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.

Special Conditions

In the exercise of the postholders' functions under the Constitution the Chief Auditor shall act independently and shall not be subject to the director of control of the Governor, the Executive Council or any person or authority.

For the proper performance of the responsibilities this post will not be limited to normal working hours, the postholder will, in response to the demands of the post, be required to work out 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.



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Core Competency Framework

Competency	Level
<p>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.</p>	(iv)
<p>Planning & Delivery of Work: Effectively structures service unit to deliver key objectives and obtain and allocate resources. Defines a balanced set of targets and measures aligned to strategic/service plans.</p>	(v)
<p>Analysis and use of Information: Advanced statistical analysis of complex or conflicting data including addressing the root causes of highly complex problems. Develops new policy and procedures.</p>	(v)
<p>Decision Making: Shapes new policies and sets long-term objectives, ensuring results are aligned to strategic decisions. Understands the wider strategic environment to make appropriate resource decisions. Ensures decisions are evidence-based drawing on available knowledge and past experience.</p>	(v)
<p>Working with Others: Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviour. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes.</p>	(iv)
<p>Communication: Promote effective communication across the organisation and ensure the organisation's priorities are clearly understood by all.</p>	(v)
<p>Influencing and Persuading: Influences the organisation's strategy by utilising internal and external resources. Delivers influential advice and briefings. Focuses on outcomes irrespective of the source of the challenge. Sets strategies to support a diverse workforce.</p>	(v)
<p>Dealing with Change: Directs and drives organisational change in line with the wider strategic needs</p>	(v)
<p>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.</p>	(iv)
<p>Managing Resources: Sets corporate directives and ensures resources are allocated and used to meet key priorities, including developing long-term strategies to achieve this. Ensures that others buy in to corporate goals and functions.</p>	(v)



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Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Qualified Chartered Accountant – qualified member of a recognised professional accountancy body ICAEW/ ICAS/ CPFA/ ACCA (UK) or SAICA (South Africa) or CAANZ (Australia/New Zealand)	E	√	
Degree level educated	E	√	
A or AS level Maths	D	√	
Knowledge & Experience:			
Expert knowledge and ability to apply in practice: <ul style="list-style-type: none"> • International Standards on Auditing (ISA) • International Standards on Review Engagements (ISRE) • Financial Reporting Standards (IPSAS, UK GAAP) • Performance audit standards (ISSAI) or assurance engagement standards (ISAE) • Ethical Standards (IESBA Code) 	E		√
A minimum of 10 years post-qualified experience in external audit conforming to International Standards on Auditing	E	√	√
A minimum of 5 years audit management experience ideally gained as an Audit Director or Senior Manager with a professional firm or national audit institution	E	√	√
Managing the delivery of performance audit or consultancy engagements designed to improve operational performance	E	√	√
Delivering ISA compliant external audits to public sector organisations ideally within local government or central government or national health service	D	√	√
Delivering performance audits (VFM) to public sector organisations assess value for money in the use of resources	D	√	√
Establishing and maintaining constructive working relationships with senior public officials and elected members	D	√	√
Experience in managing organisational change, delivering efficiencies and improving governance and accountability	D	√	√



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Skills and Abilities:			
Excellent people management skills with the ability to manage and motivate teams	E		√
Excellent relationship management skills with the ability to build trusted and durable relationships with a diverse range of clients and stakeholders	E		√
Effective verbal communication skills with the ability to communicate complex technical and financial issues to non-specialists	E		√
Effective written skills required for drafting clear and succinct audit findings and recommendations and drafting audit plans and management letters	E		√
Excellent interviewing and negotiating skills	E		√
Excellent project planning and management skills	E		√
Advanced statistical and informational analysis	E		√
Ability to design and deliver effective presentations	E	√	√
Advanced level financial management skills	E	√	√
Demonstrates the highest standards of personal integrity and committed to the ethical standards of their professional body	E		√
Strategic thinker, able to plan for the medium term, yet adaptable in response to changing circumstances	E		√
Well organised, self-motivated and professionally resilient, with ability to prioritise operational workflow to meet deadlines	E		√
Effective team player able to motivate team to achieve desired outcomes	E		√
Ability to apply objective judgement based upon appropriate evidence and rational analysis	E		√
Maintains confidentiality and deals with sensitive issues appropriately	E		√
Computer literate ideally with experience in Microsoft Office and CaseWare	D	√	√



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Other:			
Full drivers licence	D	√	
Willingness to work flexibly – some evening work may be required.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

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.

Professional or Career Progression Cadre Competency Framework

Not applicable.