

# Audit Director

Audit Services Group – Band 4



Audit Scotland provides the Auditor General and Accounts Commission with the services they need to carry out their duties. Together we ensure that the Scottish Government and public-sector bodies throughout Scotland are held to account for the proper, efficient and effective use of public money. We employ around 320 staff in a wide variety of roles, working from our main offices in Edinburgh, Glasgow and Inverness.

## Overall purpose of the role

An integral part of Audit Scotland's Leadership Group, you will be contributing to business management and leadership across the organisation. You will lead the delivery of a portfolio of audits, frequently acting as engagement lead, which may be in any sector. In addition to delivery of a portfolio of audits, you are expected to play a key role in the leadership of Audit Scotland as a centre for excellence, both in the way we deliver our work and the way we run our business. You will be responsible for leading areas of improvement activity, both within Audit Services and as a member of the Leadership Group.

You will manage and control significant financial resources, perform a strategic leadership role for the way Audit Scotland organises and delivers its work and engage with senior figures across the public sector - including Scottish Government, Parliament and major organisations such as large NHS Boards and local authorities.

An inspiring leader you'll manage and lead your team to make complex audit judgements and harness the power of the team to deliver a portfolio of audit work to a world-class standard. You will use your experience and knowledge to make complex judgements and have a clear understanding of the important issues and risks facing our clients and stakeholders. You will generate and lead dialogue about these subjects, facilitating conversation across your portfolio of clients and contacts to develop further understanding and share knowledge.

You will advance our objective to work as one organisation by agile working, to support career development and to respond to changing expectations and requirements.

---

## What you will be doing

A member of our leadership team, you'll be inspiring our people and you'll help make Audit Scotland a world-class public sector audit organisation by:

- contributing to the corporate management of Audit Scotland, and the achievement of the corporate plan, through membership of the Leadership Group
- contributing to the development of Audit Services as a centre for excellence in the delivery of financial and best value audit, ensuring that audit work complies with professional standards, makes an impact and supports improvement
- leading the effective delivery of a portfolio of audits, ensuring delivery is to time, budget, quality and client satisfaction targets
- building strategic relationships with clients and other stakeholders, utilising these networks to add credibility and value to the strategic aims and objectives of Audit Scotland
- ensuring intelligence on developments in clients is communicated to colleagues across Audit Scotland to maximise our potential to deliver a joined up audit
- providing effective leadership to your staff – leading, developing and supporting them to achieve their full potential
- contributing to the achievement of ASG's business plan, taking the lead on aspects of business management
- playing a pro-active role as a member of the Audit Services Management Team, working closely with the Director and Audit Directors to secure effective collaborative working and added value for the benefit of clients and stakeholders

## Knowledge and experience

Self-aware in your own abilities, you can plan and manage own work to time, cost and quality. You will have well-developed analytical skills and the ability to convert your analysis into clear judgements backed up by useful recommendations for improvement. You know how to work seamlessly within a professional audit team to bring out the best in your colleagues.

You will also have:

- CCAB, or equivalent, professional qualification
- a deep knowledge and understanding of the wider public sector, how it works and the issues it is facing
- a deep knowledge and understanding of the business of Audit Scotland and the challenges and opportunities arising
- extensive experience in leading, managing, coaching and developing people
- discipline, resilience and be organised with excellent project management and time management skills – delivering through your team(s) to time, quality & cost criteria

- strong verbal and written communication skills and sound judgement and experience to present balanced findings and make convincing and persuasive recommendations that have impact
- ability to analyse complex problems and recommend practical solutions – drawing upon your range of experiences, intuition and professional scepticism to add value that might not be apparent to less experienced professionals or recognise when to draw on other expertise when required
- strategic and creative thinking, solving demanding problems where the answers are not immediately clear
- ability to deal with difficult situations and challenging individuals in a calm, professional and effective manner
- appropriate management planning skills and experience to ensure work is properly resourced in terms of people, abilities and knowledge
- the foresight to identify potential organisational challenges and intervene before they manifest into issues
- you demonstrate significant audit and/or public service experience

You have a plan for the future that includes your own continuous development, inspiring others and helping Audit Scotland lead on being a world-class organisation.

## Person specification - specific knowledge and experience

Essential	S, I or A*
<ul style="list-style-type: none"> <li>• Knowledge and understanding of the public sector</li> <li>• Knowledge and understanding of Audit Scotland and the challenges and opportunities arising</li> <li>• Recent, extensive experience of external financial audit in any sector</li> <li>• Hold a CCAB or CIMA qualification, or equivalent</li> </ul>	<p>S S S S</p>
<b>Desirable</b>	

\*S = Shortlisting criteria    I = Interview criteria    A = Assessment / Exercise

## Other conditions

Audit Scotland is committed to ensuring that:

- Our adverse impact upon the environment is reduced as far as is reasonable and in accordance with Government policy affecting public sector organisations. You should make decisions about travel and the use of other finite resources that reflect Audit Scotland's commitment to the environmental agenda. You will set an example for colleagues, particularly if the role involves the management or activity of others.
- We uphold the principles of equality, fairness & diversity. You should adhere to Audit Scotland's policies, practice and training material about equality & diversity. You should

seek to demonstrate Audit Scotland's commitment in the way in which you deal with others – colleagues, suppliers, clients and other stakeholders.

- Everyone works within a safe environment and working practices adhere to good standards of health & safety. You will be familiar with Audit Scotland's policies and training material about health & safety and conduct yourself in accordance with Audit Scotland's Health and Safety policies exercising due care. You have oversight for others (colleagues, suppliers or stakeholders/visitors) and are expected to fulfil your Health and Safety responsibilities as part of this role.
- Information is protected and managed appropriately. You have a duty to protect information gathered in the course of your work from inappropriate access, abuse, loss or damage and to manage that information in keeping with our information security principles. You also have a duty to report inappropriate access, abuse, loss or damage to that information as quickly as possible and to assist fully in any subsequent investigation. You should comply with our information security policy and procedures including completing information management training if requested to do so.

The role will involve some travelling. It will involve occasional overnight stays and unsocial hours

## Organisational position

