



Role Profile

Vacancy Summary			
Job title:	Internal Auditor	Job reference:	HUM1110-419
Agency:	UK Debt Management Office	Team:	Internal Audit
Reporting to:	Head of Internal Audit	Closing Date:	26 th October 2020
Salary Range:	£55,000 – £60,000		
Contract Type:	Fixed Term Appointment of 12 months		

About the UK Debt Management Office
The DMO is an Executive Agency of Her Majesty's Treasury. We are responsible for debt and cash management for the UK Government, lending to local authorities and managing certain public sector funds.

About the Role
<p>To support the Head of Internal Audit in providing an independent and objective opinion to the relevant Accounting Officers and to the Audit Committees on whether the control environment and systems of internal control for the DMO and Exchequer Funds Accounts (EFA) are sufficiently robust to ensure the:</p> <ul style="list-style-type: none"> • effective delivery of all the relevant objectives and goals for the DMO agency, in particular those set out in the annual remits, and for the funds; • reliability and integrity of information; • compliance with policies, plans, procedures, laws and regulations; • safeguarding of assets; and • Economical and efficient use of resources. <p>To assist all levels of management and staff in the effective discharge of their duties through provision of advice and completion of internal audit reviews. This includes provision of controls advice for developing and maintaining risk management, control and governance arrangements, organisational issues, new business and systems development and projects.</p> <p>This role covers all funds and activities based at the Debt Management Office and the EFA based at HM Treasury covering the National Loans Fund, Consolidated Fund, Exchange Equalisation Account and Contingencies Fund.</p>

About the Team

The Internal Audit team is responsible for providing the third line of defence assurance function to the DMO and also to the Exchequer Funds Accounts team within HM Treasury. The team consists of two people, the Head of Internal Audit and the Internal Auditor. The function reports into the DMO Accounting Officer and the appropriate Accounting Officers at HM Treasury as well as into the DMO Audit Committee and the HMT Audit and Risk Committee. The team is expected to provide an independent and professional assurance view on the risk and control framework throughout the entities that culminates in an annual assurance opinion being provided to the Accounting Officers. The Internal Audit function has a visible standing within the organisation, is well respected through the formal audit work that is performed but also through the guidance, assurance and support it provides on a range of matters.

Key Responsibilities/Accountabilities

1. Perform audits and reviews across the range of activities within the DMO and EFA in accordance with the flexible audit plan and complete working papers in accordance with the agreed audit approach.
2. Prepare draft audit findings and audit reports and discuss these with line management to agree the issues and identify appropriate management remedial actions.
3. Provide data analytics on the DMO's core trading system to assist in audit planning and fieldwork.
4. Provide support to the running of the DMO Audit Committee including providing input to the agenda and working papers, arranging meetings and preparing minutes of the meeting for circulation.
5. Provide support in the updating of the Internal Audit Universe and Risk Assessment process to drive the flexible Audit plan.
6. Attend various meetings either deputising for the Head of Internal Audit or as the main Internal Audit representative to the Controls Group and other forums including Incident Management and Vendor Management Group.
7. Liaise as necessary with the external auditors (National Audit Office) and also Government Internal Audit Agency, Bank of England audit team and other external bodies.
8. Relevant Internal Audit experience, preferably within financial services, with the ability to review processes and data in detail, but also to be able to see the bigger picture and with the business acumen to discuss and influence Management at all levels.

Sift Criteria

For this vacancy, we will use the [Civil Service Success Profiles](#) to assess you against the following Behaviours, Experience and Technical Skills:

Experience – a minimum of five years Internal Audit experience preferably within a Financial Services environment

Experience – the ability to work independently and unsupervised and produce audit findings and compile draft reports

Experience - ability to show gravitas in the discussion of audit issues, especially with Senior Management

Technical – skills in data analytics/extracting data from systems and the ability to analyse the data

Behaviour – Seeing the bigger picture

Candidates – Please note, you will be asked to give evidence in your application of how you meet these criteria.

Interview Process

At interview stage, we will use the [Civil Service Success Profiles](#) to assess your behaviours, strengths, technical skills, experience and ability as part of the interview.

Behaviours	
Behaviours:	
<input checked="" type="checkbox"/> Seeing the big picture	
<input checked="" type="checkbox"/> Changing and Improving	
<input checked="" type="checkbox"/> Making effective decisions	
<input type="checkbox"/> Leadership	
<input checked="" type="checkbox"/> Communicating and Influencing	
<input checked="" type="checkbox"/> Working Together	
<input type="checkbox"/> Developing self and others	
<input type="checkbox"/> Managing a quality service	
<input checked="" type="checkbox"/> Delivering at pace	
Strengths	<input checked="" type="checkbox"/>
The interview panel will ask you questions about what you enjoy doing and what you do well and often. When looking at your strengths, we want to find out whether you, the organisation and the job will be a good fit. By ensuring that the role is the right fit for you, you are more likely to enjoy it and perform well.	
Technical skills	<input checked="" type="checkbox"/>
The interview panel will ask you questions about your understanding of technical and practical operation on a range of relevant areas	
Experience	<input checked="" type="checkbox"/>
The interview panel will ask you questions about what you have previously achieved or your knowledge in a particular field. The questions will relate to the areas of work outlined in the 'Key Responsibilities/Accountabilities' section above.	
Ability	<input checked="" type="checkbox"/>
The selection process may involve some skills, aptitude and psychometric testing for which you will be given prior notice.	

Interview – Information for candidates

There will be a **two** stage interview process for this vacancy.

Applicants for this post will be assessed against the elements of Success Profiles listed above. **Candidate guidance on Success Profiles, and how you will be assessed, is available here.**

- **Stage 1:** Applicants for this post will be assessed against the elements of the Success Profiles recruitment framework listed above.
- **Stage 2:** Candidates may be asked to undertake a test/presentation/ psychometric test and will be assessed against the elements of the Success Profiles listed above.

Application deadline: 23:55 on 26/10/2020
Shortlisting: Week commencing 02/11/2020
Interviews: Week commencing 09/11/2020
These dates are indicative and may change

Application details

To apply, please send a **CV and covering letter** to HR@dmo.gov.uk.

The candidates who are assessed, from the information provided as best meeting the requirements of the role will be invited to interview. **Please note that only candidates shortlisted for interview will be informed of the progress of their application. Feedback will only be provided to those invited to attend an interview.**

As part of our pre-employment security checks, if you are invited to interview, you will need to bring:

- Proof of identity, e.g. your **passport or driver's license**. Documents must be in date and valid.
- Proof of your National Insurance (NI) number, e.g. **letter from DWP confirming your NI number, or P60**

If you do not bring a UK or EU passport, you will need to bring other documentation of your right to work in the UK, e.g. your visa, biometric residence permit or birth certificate.

Further details regarding acceptable documents will be provided in the invitation to interview.

For more information on the DMO visit: www.dmo.gov.uk

Working arrangements

Location

- The post will be based at in the DMO's office in the City of London

Hours of work

- The working hours of this post are 36 hours per week excluding lunch breaks
- This post is available on a full-time basis although part time/job share/flexible working hours may be considered.

Benefits

- Annual Leave - You will have an annual leave allowance of 27.5 days (pro-rata/ length of contract/dependent on start date) plus paid bank holidays.
- Civil Service Pension
- Subsidised gym membership
- Interest free season ticket loan
- Family friendly HR policies including paid maternity, paternity and adoption leave
- A working culture which encourages inclusion and diversity

Investors in People

As an Investor in People, the DMO values skills and expertise and is committed to training and development. It is a rewarding place to work, respecting people, with an open management culture and a common sense of purpose.



Professional Qualifications, Training & Development

The DMO provides financial support to employees undertaking professional qualifications, skills training and development that are relevant to the role. The DMO will also pay individual subscriptions to professional bodies.

Probationary Period

You will normally be subject to a period of probation for the first six months of the appointment. The DMO may exercise its discretion in extending the probationary period by a further three months where considered necessary

Eligibility Statement

Individuals appointed to the DMO will be subject to National Security Vetting. To allow for meaningful checks to be carried out applicants will normally need to have lived in the UK for at least 3 out of the past 5 years. A lack of UK residency in itself is not always a bar to security clearance but the Department will need to consider eligibility on a case by case basis using all information that can be obtained following a successful application.

Diversity

DMO has a strong commitment to equality and diversity. Our aim is to be a department which is open and accessible, recruiting and retaining a diverse, talented and high-performing people who support and develop one another.

We are a Disability Confident Employer. This means we've been recognised as an employer which is confident and leading the way in recruiting and retaining staff with disabilities. We will offer an interview to any applicants with a disability who have indicated they wish to take part in the disability confident scheme, provided they meet the sift criteria set out for this post.

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your application form. If you would like to speak to the DMO recruitment team regarding this, you can contact them via email at HR@dmo.gov.uk.

Data Protection

The DMO will keep your personal details and other information relating to your application for a maximum of two years following the close of the campaign, for audit purposes only after which time it will be securely destroyed. All data is held securely and takes account of our obligations under the General Data Protection Regulation (GDPR).

Civil Service Code

The Civil Service Code sets out the standards of behaviour expected of civil servants. The Civil Service Commission has two important roles in relation to the Civil Service Code. The Commission hears complaints under the Code from civil servants. The Commission also works with Departments to help them with their promotion of the Code.

The Civil Service Code outlines the core values of the Civil Service:

- Honesty
- Integrity
- Impartiality
- Objectivity

It describes the standards of behaviour expected of individual civil servants against each of these four values.

Complaints Procedure

The DMO's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment is made on merit on the basis of fair and open competition. <https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/>

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles.

If you feel at any time your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint by contacting us at HR@dmo.gov.uk in the first instance. If you are not satisfied with the response you receive you can contact the Civil Service Commissioners via info@csc.gov.uk, alternatively they can be contacted at the following address: G/8, 1 Horse Guards Road, London, SW1A 2HQ.

