

Vacancy - Internal Audit for Uzmaston Boulston Slebech Community Council

Expressions of interest are sought for a Small Councils Internal Audit for Uzmaston Boulston Slebech Community Council.

Companies or individuals who feel they can provide this service are welcome to apply. Expressions of interest from suitably qualified persons or businesses are invited by:

31st January 2017

addressed to The Clerk, Uzmaston Boulston Slebech Community Council, 8 Horns Lane, Haverfordwest, SA61 1NP. All applications will be considered by members of the Community Council.

Criteria

Applicants must be properly registered and regulated accountants who are familiar with the information and requirements of the Accounts and Audit (Wales) Regulations 2005 and the Governance and Accountability for Local Councils in Wales A Practitioners' Guide (2011) and Standards <https://www.gov.uk/government/publications/public-sector-internal-audit-standards>

Roles, Responsibilities & Scope

Members of the Council are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control. The council is also responsible for the preparation of annual accounts and the completion of the Annual Return.

The Responsible Financial Officer (R.F.O.) prepares regular reports to the Community Council, together with individual Reports as required.

The Internal Auditor will be required to attend the Council's offices periodically, review the financial and risk management measures of the council and submit a written report for Council's consideration as to the adequacy of the systems of internal control.

The current precept is £3650. There are no outstanding external audit recommendations from the WAO.

This function might ideally suit an existing community council auditor.

Independence

The internal audit is required to be independent of the council and of its councillors and officers. The applicant must undertake to confirm to the Council in writing awareness of any threats to his/her independence or if these circumstances change.

Access to Information, Members and Officers

You will work with the Responsible Financial Officer in the first instance and have full access to all Council books and records, staff and councillors as you consider necessary

Quotation

Please indicate when confirming your interest in the position, your fees and/or charges.

For more information, please contact the present Clerk:

Linda Screen tel:07967 366990

Letters of application should be sent by email to or, by post, to 8 Horns Lane, Haverfordwest, SA61 1NP.