

# Job profile – Business and Project Support Officer

This is a time-limited role for an initial six months, with potential for extension

Applications will be considered for part-time (minimum 21 hours per week) through to full time (35 hours per week)

Working from home is expected until at least 6 April 2021

Office base is central London so this must be commutable daily

## Introduction

Public Sector Audit Appointments Limited (PSAA) is an independent company limited by guarantee incorporated by the Local Government Association in August 2014.

In 2015 the Secretary of State for Communities and Local Government delegated statutory functions (from the Audit Commission Act 1998) to PSAA on a transitional basis by way of a letter of delegation issued under powers contained in the Local Audit and Accountability Act 2014.

As a consequence of these delegations, for 2017/18 the company is responsible under transitional arrangements for appointing auditors to local government and police bodies and for setting audit fees.

In July 2016 the Secretary of State specified PSAA as an appointing person for principal local government authorities from 2018/19 under the provisions of the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015 (the Regulations). From 2018/19 PSAA is responsible for appointing an auditor and setting scale fees for relevant principal authorities that have chosen to opt into its national scheme and ancillary functions under the Regulations.

In September 2020 Sir Tony Redmond's review of local authority financial reporting and external audit was published. A key recommendation is to establish the Office for Local Audit Regulation (OLAR). This would bring together PSAA and relevant parts of other organisations within the local audit system.

The Government is expected to issue its response to the Redmond review before the end of 2020. Therefore at this time, the extent to which the recommendations are to be taken forward and any associated timescales are unknown. However, we are aware that the implementation of some recommendations would require a change in primary legislation.

## Overview

To meet an increased workload, we are looking to recruit a Business and Project Support Officer. The role will provide support to the whole team in the delivery of many aspects of PSAA's functions and activities and support the delivery of several new projects.

They will also manage and quality assure specific projects and initiatives including those related to both current and new business developments.

They will also carry out any other appropriate duties as defined by the Chief Executive and/or the Board. The post holder will be responsible for completing a range of tasks across the areas of information collection, management, analysis and reporting and also providing additional capacity/cover for our Information and Business Officer.

They will report to, and be line managed by the Senior Manager Business and Procurement.

## Key Responsibilities

- To support, manage and quality assure specific corporate initiatives or projects, as required. These are likely to include:
  - Development and maintenance of systems to support programme delivery and resource management
  - Development and maintenance of dashboards/systems to support performance management and action tracking
  - Preparation for the next appointing period and procurement of audit services
  - Implementation of our Communications Strategy
- To provide project and business support to SMT and other staff as required.
- To develop and maintain good working relationships, and effective communication and liaison with the PSAA team.
- To provide additional capacity/cover for the Information and Business Officer when required:
  - To provide support to the secretariat services for the PSAA Board and its Audit Committee and internal meetings.
  - To manage and maintain the body and firm data flows.
  - To support the management and maintenance of the PSAA website.
  - To manage and maintain the PSAA CRM system, audited body information.
  - To maintain the information databases and support the administrative processes relating to delivery of the company's audit and related functions, ensuring it is accurate and up to date.
  - To develop and maintain good working relationships, and effective communication and liaison with firms of appointed auditors and external stakeholders.

## Skills required for this role

### Person specification

#### Essential

- Good oral and written communication, willing to constructively challenge and voice own opinion
- Good organisational and time management skills
- High-level of attention to detail, able to produce accurate work to tight deadlines

- Good project management skills including an understanding of progress tracking, risk and independency management
- Strong team-working skills, with the ability to work co-operatively and flexibly to achieve corporate objectives
- Good interpersonal skills and confidence to deal with people at all levels
- Strong IT skills (including Excel, PowerPoint, Word, SharePoint, Teams)
- Good analytical skills with the ability to analyse large volumes of complex data
- Able to work effectively on own initiative and know when to seek advice

## Desirable

- Familiarity with range of IT business application/systems including CRM, resource scheduling, Zoom
- An understanding of developments in public audit and the wider auditing profession
- An understanding of the issues facing public services
- An understanding of the audit regime within which PSAA operates.