



Internal Audit Contract - Liskeard Town Council 2018/2019, 2019/2020 and 2020/2021 Financial Years

Liskeard Town Council is seeking to engage an Internal Auditor for the current 2018/2019 financial year and subject to satisfactory progress with the current financial year, also to offer the subsequent 2019/2020 and 2020/2021 financial years.

Purpose - to review and report to the Council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Key Principles – The Town Council needs the successful applicant to show that they are **independent** from the management of financial controls and procedures of the Council. The person or persons carrying out internal audit must also show that they are **competent** to carry out the role. Essential competencies include:

- understanding basic bookkeeping and accounting processes;
- understanding the role of internal audit in reviewing systems;
- awareness of relevant risk management issues; and
- understanding accounting requirements within the legal framework and powers of local councils.

Internal Audit - should include:

- Description and scoping of the risk areas covered;
- prioritisation of any recommendations;
- a conclusion about the overall adequacy and effectiveness of the council's internal control arrangements; and
- management's draft response including a recommended action plan identifying individual responsibilities and timing.

Liskeard Town Council Budgets, Staff and Property – details are available here: <https://www.liskeard.gov.uk/wp-content/uploads/Precept-Summary-2018-19.pdf>

Procurement Process – The Town Council is following the procurement process outlined below:

7th September 2018 – adverts placed (Cornish Times and website – specification sent to the present internal auditor and the companies that had previously bid for the current contract.)

21st September 2018 – noon deadline for receipt of bids.

25th September 2018 – Finance & General Purposes Committee meeting reporting and selection of bids.

28th September 2018 – Anticipated issue of confirmatory e-mail/letter of appointment

Do not hesitate to contact Steve Vinson – Town Clerk and Responsible Financial Officer to discuss the specification or the contract.

E-mail townclerk@liskeard.gov.uk

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