**LEDBURY TOWN COUNCIL**

**IS SEEKING A NEW INTERNAL AUDITOR**

Ledbury Town Council is seeking an internal auditor to review its financial management and internal controls.  The appointment will cover a three year period from 2025 to 2028 and will include two annual visits, an interim visit each October and a final annual visit following the annual closedown of the Council’s accounts in April.

Key Responsibilities:

**Reviewing Financial Management:**

The internal auditor will examine the council's financial procedures and systems to ensure they are adequate and effective.

**Internal Control Assessment:**

The auditor will assess the council's system of internal control to identify any weaknesses or areas for improvement.

**Compliance with Regulations:**

The auditor will ensure the council is adhering to relevant regulations and policies, including those related to financial management and governance.

**Reporting:**

The internal auditor will prepare reports summarising their findings and recommendations.

**Documentation:**

The auditor will maintain proper documentation of the audit process and findings.

Qualifications and Experience:

* **Experience in Local Government Finance:** A strong understanding of local government finance and accounting principles is essential.
* **Internal Audit Experience:** Experience in conducting internal audits is required.
* **Understanding of Governance and Risk Management:** Knowledge of financial and other risk management principles is important.
* **Independent and Objective:** The internal auditor should be independent from the town council and objective in their assessments.

**How to Apply:**

If you would like to be considered for engagement from 2025/26 onwards, please could you return a proposal to us, including a fee estimate and setting out the following:

* How your proposal meets the minimum requirements as set out in the scoping document;
* Any optional or recommended additional services (separately priced);
* An statement outlining your suitability as a provider of independent internal audit services to Bridport Town Council;
* Details of two existing clients that we can contact for reference purposes;
* Your assessment of how well your service meets our ethical decision-making policy; and
* Estimated fees for a one-year, three-year, and five-year agreement.

We anticipate the first interim visit of the successful appointee to be in October 2025.

The deadline for proposals is 12.00 noon Tuesday, 22 July 2024

Proposals should be sent to:

**Mrs Angela Price**

**Town Clerk**

**Ledbury Town Council**

**1-3 Church Lane**

**Ledbury**

**Herefordshire**

**HR8 1DL**

Or by email: [**clerk@ledburytowncouncil.gov.uk**](mailto:clerk@ledburytowncouncil.gov.uk)

Should you wish to discuss this position further please call the Clerk on: **01531 632306**