



North & Mid Wales Trunk Road Agent



Senior Auditor

Recruitment Pack

Welcome from the Head of Service



Mark McNamara
NMWTRA HEAD OF SERVICE

At the NMWTRA, we help create a road network that connects people and places in a safer, greener and more reliable way.

We work on projects across North and Mid Wales that address some of the country's most critical challenges. From complex infrastructure, increasing transport needs, and climate change – we combine innovation, expertise, and technology to make North and Mid Wales a better place to live, work and visit.

You can contribute to work that will have a lasting positive impact on your local community with an organisation where diversity, equity and inclusion are shared values. We're committed to fostering a work environment that's supportive, respectful, and inclusive, with great opportunities for growth.

Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

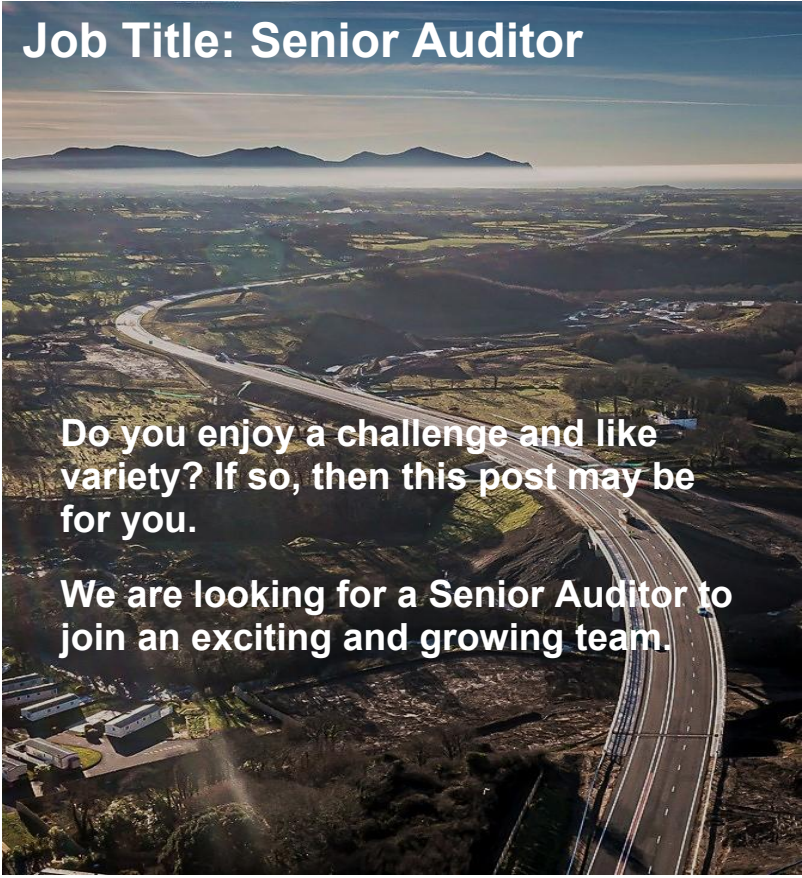
A handwritten signature in black ink, appearing to read 'Mark McNamara'.

Where we're based

**Over 250
employees based
across North and
Mid Wales.**

- **Aberystwyth, Ceredigion**
- **Bangor, Gwynedd**
- **Conwy**
- **Dolgellau, Gwynedd**
- **Halkyn, Wrexham**
- **Llandrindod Wells, Powys**
- **Newtown, Powys**





Job Title: Senior Auditor

Salary: PS1 (SCP 29-31)
£41,177 - £43,149

Duration: Permanent

Location: Bangor / Conwy / Halkyn
/ Dolgellau/ Aberystwyth/
Llandrindod/ Newtown

Closing date: 10am 10/11/2026

**Application forms and further
details available at**
www.gwynedd.gov.uk or by
telephoning 01286 679076.

[Apply here](#)

Purpose of post

To assist the Audit Manager in developing, implementing and managing a comprehensive Audit strategy and programme for the whole range of Agency functions and activities.

To assist the Internal Audit function in providing assurance on the effectiveness of the control environment and governance arrangements.

To assist the Audit Manager to undertake confidential/sensitive audits and investigations on behalf of the Agency Senior Management Team.



- Undertake investigations, reviews, testing, and audits of administrative systems, contracts, projects, , and organisations relating to governance frameworks, risk management, and internal controls, in accordance with Public Sector Internal Audit Standards, under the direction of Audit Manager.
- Assist Audit Manager with responsive or special audits, including irregularities, fraud, and disciplinary matters, and immediately inform the Audit Manager of any irregularities.
- Communicate with stakeholders including Heads of Service, Senior Managers, Managers, core staff, and service users during audit reviews.
- Prepare audit programmes.
- Produce working papers and prepare audit reports for each review, identifying potential risks in governance, risk management, and internal controls, and discuss findings with relevant officers/managers to agree mitigating actions.
- Responsible for ensuring timely delivery of audit fieldwork, draft reports and final reports.
- Responsible for ensuring that decisions are made based on evidence.
- Contribute to and undertake value-for-money studies.
- To assist the Audit Manager on the development of a recovery plan for all identified noncompliance/control weaknesses and follow up on the implementation of corrective actions.
- Advise and provide guidance to clients regarding internal controls, governance arrangements, and sound financial administration.
- To assist the Audit Manager in building and maintaining a strong relationship with internal stakeholders (senior officers, agency management team) and external stakeholders (Welsh Government Officers, BSi etc).
- To assist the Audit Manager in monitoring legal, regulatory and policy developments that impact audit, finance and local government operations (including Welsh Government regulations etc).
- To assist the Audit Manager in ensuring that the principles of corporate policies permeate the service.
- To assist the Audit Manager to implement change within the service area where it is necessary to do so.
- To assist the Audit Manager in ensuring that complaints receive appropriate attention and that the team considers any lessons that arise to improve service.
- To assist the Audit Manager in undertaking confidential/sensitive audits and investigations on behalf of the Agency Senior Management Team in relation to Partner Authority performance/private sector supplier performance/internal disciplinary matters (as required).
- Represent the Audit Manager at meetings and working groups when required.
- Maintain strict confidentiality in relation to all Agency activities in accordance with the Public Sector Internal Audit Code of Ethics.

Systems Thinking / LEAN working

- To assist the Audit Manager on Systems Thinking projects across the Agency in order to improve services, reduce waste, and deliver in line with the Well-being of Future Generations (Wales) Act 2015.
- To work collaboratively with senior leaders, managers and staff to redesign services from the customer's perspective, using data, insight and engagement to understand and address root causes of demand.

- To support the Audit Manager in championing Systems Thinking as a core organisational approach to improvement, ensuring alignment with corporate policies and well-being objectives.
- To embed continuous learning and reflective practice across the agency.
- To assist the Audit Manager in the design and delivery of cross-cutting reviews to identify system-wide issues, inefficiencies and opportunities for improvement.
- To support the Audit Manager in facilitating workshops and learning sessions to develop internal capacity in systems thinking.



Person Specification

Job Specific Criteria

Essential

Confident, conscientious, ability to work unsupervised and meet deadlines. Ability to communicate effectively and discuss the work of Internal Audit with Agency officers, and with external customers where necessary.

Qualifications and relevant training

Essential

Degree, or part-qualified with the IIA or a CCAB body.

Relevant Experience

Essential

Experience of audit, risk management or compliance work.

Skills and specialist knowledge

Essential

Planning and completing work without supervision, report writing and production. A working knowledge of Microsoft Word.

Language requirements

Essential

Listening and Speaking - Higher Level

Able to follow a conversation or discussion through the medium of Welsh and English on a professional level and discuss general day to day topics in the field in order to present information and express opinions. Able to give a pre-prepared presentation and respond to any comments and questions on it in Welsh or English.

Reading and Understanding - Higher Level

Able to understand standard written Welsh and English; both formal and informal. Able to gather information from various sources such as letters, reports, articles through the medium of Welsh and English in order to fulfil the post.

Writing - Higher Level

Present written information confidently by letter, more detailed and technical report formats, and respond to written requests conveying information, ideas and opinion in Welsh and English (help is available to check the work).

Working for the North & Mid Wales Trunk Road Agent

NMWTRA is an exciting place to work. We have progressive policies and a commitment to training and development.



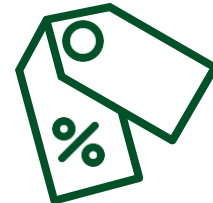
- 29.5 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Flexible working hours.



- Incremental pay increase
- Generous Local Government Pension Scheme further information on the [Gwynedd Pension Fund](#) website.



- The opportunity to work in beautiful locations across North and Mid Wales including 1 national parks, 50 nature reserves and 1,680 miles of stunning coastline.



- Assisted car purchase & cycle to works schemes
- Lifestyle savings on groceries, holidays, eating out, DIY, electricals, insurance, motoring, and much more!



- On the job learning and exciting career development opportunities.
- Contribution towards the membership of professional bodies which are relevant to the work.



- MEDRA Counselling service - free and confidential counselling service for staff
- Generous maternity, foster, adoption, and shared parental leave