

Service Specification

Introduction

Cambridgeshire & Peterborough Association of Local Councils (CAPALC) Ltd provides the following services: **Internal Auditor**

They are committed to providing value for money and excellent service for their customers.

This document describes the specification for a supplier of services to **Graveley Parish Council**

Internal Auditor Services with a qualified Clerk

The supplier, on behalf of **Graveley Parish Council** is required to:

Supplier Specification

The supplier, their employees or agents must demonstrate good knowledge, understanding and experience of:

The work required of an Internal Auditor

Activities and responsibilities may include: -

To carry out the basic requirements of an effective internal audit review of an authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in an authority's Annual Governance and Accountability Return (AGAR).

~~To carry out the basic requirements of an effective internal audit review of an authority's financial and governance records and controls facilitating a council's 'health check' or 'Local Council Award Scheme' application review.~~

Where records examined include personal detail, such as in the case of staff salaries, allotment records and details of hall hirers on invoices, care will be taken to ensure compliance with the requirements of the General Data Protection Regulations (GDPR).

Ends.