

## Job profile – Assistant Governance Manager

Role	Fixed term to 31 March 2027 (approx. 18 months)
Hours	Full time, 35 hours per week
Office base	Hybrid, dual location – Westminster in central London and your home address. You will work from the office from time to time. This will not follow a regular pattern as we get together as and when needed to meet business needs. Travel expenses from home to office are funded for required business travel. You must be willing and able to commute into the office as and when required.
Grade	Assistant Manager
Salary	£56,350 to £68,900 plus 10% non-contributory pension scheme and 28 days leave per year (rising to up to 30 days after 3 years' service, and to 32 days annual leave after 5 years' service) plus bank holidays and a range of optional benefits such as health cash plan and private medical insurance.
Reports to	Governance and Contract Manager

## About PSAA

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

We are a not-for-profit company with 35 employees and a Board of five directors.

In July 2016, the Government specified PSAA as an appointing person under the provisions of the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015. As an appointing person PSAA is responsible for appointing auditors, setting scales of fees for eligible bodies that have chosen to opt into its national scheme, overseeing issues of auditor independence and monitoring contract compliance of the audit firms with whom we contract.

For the period from 2023/24 to 2027/28, over 99% of local government bodies, such as local councils, police and fire bodies and national parks, opted to join our scheme rather than appoint their own auditor. In late 2022 we completed our very significant procurement of external audit services for the delivery of an annual audit for the next five years to over 450 local government bodies, our clients.

The company is staffed by a team with significant experience of working within the context of the regulations to appoint auditors, managing contracts with audit firms, and setting and determining audit fees, and a small team providing business and project support services.

In December 2024 the Government announced plans to create the Local Audit Office (LAO) and to transfer all PSAA's functions into this new organisation. The date of transfer is likely to be between Autumn 2026 and April 2028. The government has begun early discussions with us about PSAA staff transferring into the LAO.

You can find out more about who we are and what we do in the [About Us](#) section of our website.

## The Role

The role will provide dedicated support for the governance workstream which is part of an overall programme of work to prepare PSAA for transitioning to the LAO.

The Assistant Governance Manager will play a pivotal role in supporting the delivery of four strategic projects within this workstream ensuring robust governance, compliance, and contract management practices are upheld in our transition planning and implementation.

This role will work closely with the Governance and Contract Manager, the Chief of Staff to the Chief Operating Officer (overall programme lead) and stakeholders, to maintain high standards of accountability, risk management, and reporting.

The role will provide proactive and comprehensive operational support to deliver the governance workstream projects which are:

- Company governance - ensure PSAA's governance, legal, and operational frameworks are robustly aligned with the implementation of the MHCLG proposal and the transition to LAO, while safeguarding the company's independence, compliance, and continuity.
- Statutory compliance - ensure PSAA's compliance with statutory requirements relating to the termination of its appointing person role and appropriate actions under Regulations 5 and 6 of the Local Audit (Appointing Person) Regulations 2015 to support a lawful and orderly transition.
- Winding up PSAA - manage the legal and operational steps required to dissolve PSAA following the LAO transfer, ensuring compliance with the Companies Act and addressing any residual functions.
- Data governance framework - define and oversee the implementation of the governance framework for data transfer, retention, archiving, or disposal.

The role will work as part of the Business and Project Support team and will report to the Governance and Contract Manager.

It also includes specific governance related projects as appropriate, and any other related duties as defined by the Senior Management Team and/or the Board.

## Key Responsibilities

- Support delivery of the four governance workstream projects for transitioning PSAA to the LAO.
- Support the implementation and maintenance of governance frameworks across the governance workstream including the preparation of governance documentation including risk registers, decision logs, and action trackers.
- Support progress reporting on the governance workstream programme's delivery.

- Stay up to date with the latest developments in Companies House changes and data protection legislation to ensure PSAA's governance work programme remains relevant and effective.
- Ensure compliance with relevant laws, regulations, and company policies related to PSAA's governance work programme.
- Deliver training and provide support and guidance to team members.
- Maintain relevant systems and processes to support PSAA's governance work, ensuring information is accurate and up to date.
- Develop and maintain good working relationships and effective communication and liaison with the PSAA team and key stakeholders.

This job description indicates the range of duties and responsibilities to be undertaken but does not detail every activity. The post holder will be required to perform other reasonable tasks to meet the operational needs of the company.

## Skills required for this role

### Essential

- Experience supporting governance or project management functions in a complex environment including preparing documentation for governance meetings and reporting
- Good oral and written communication skills, with the ability to interact effectively with stakeholders at all levels, and willingly offer constructive challenge and voice own opinion
- Strong organisational and time management skills with the ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Exceptional attention to detail and accuracy including when working to tight deadlines, and proofreading abilities
- Strong team-working skills, with the ability to work collaboratively with cross-functional teams, and flexibly to achieve corporate objectives
- Good interpersonal skills and confidence to deal with people at all levels
- Strong analytical and problem-solving skills to identify and resolve project-related issues and discrepancies, and the ability to analyse large volumes of complex data
- Strong IT skills (including Excel, PowerPoint, Word, SharePoint, Teams)
- Able to work effectively on own initiative and know when to seek advice
- Good project management skills including an understanding of progress tracking, risk and dependency management

### Desirable

- Knowledge of and/or experience in organisational transition processes, including winding up entities or managing the transfer of substantial data and records between legacy and successor organisations, ensuring continuity, compliance, and effective governance throughout.

- Familiarity with statutory and compliance requirements for a Companies Act company
- An understanding of developments in public audit and the wider auditing profession