

Job profile – Assistant Contract Manager

Role	Permanent
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 commutable into the office as and when required.
Grade	Assistant Manager
Salary	£55,124 – £66,149 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. <i>2025/26 pay award pending.</i>
Reports to	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 27 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 Assistant Contract Manager will provide crucial support to a Contract Manager in overseeing two significant audit services contracts. This role offers a development pathway toward future promotion to a Contract Manager position.

The Assistant Contract Manager will work closely with a Contract Manager to oversee the contractual delivery of audit services by two firms to hundreds of clients across England. Our audit services contracts are unique because of PSAA's role in the local audit system, which means that we do not set service specifications or assess audit quality but rather assess supplier delivery against their method statements. We anticipate an enhanced contract management role once our functions transfer to the Local Audit Office.

This role is designed as a developmental position for future career progression. In this role you will:

- Gain hands-on experience in contract management in a highly structured environment;
- Develop the skills, knowledge, and competencies required for future promotion to Contract Manager;
- Receive mentoring from experienced Contract Managers; and
- Gradually take on increasing responsibility in preparation for career progression.

The Assistant Contract Manager will be line managed by a Contract Manager with oversight from the Chief Operating Officer & Deputy Chief Executive – who has overall responsibility for contract management.

Key Responsibilities

- Support the monitoring and analysis of suppliers' contractual performance including KPIs, Method Statements and contractual obligations
- Maintain accurate records and filing of contract management matters in accordance with established frameworks, procedures and systems
- Coordinate and prepare agendas and notes of contract meetings
- Support the Contract Manager as a key point of contact for assigned suppliers and client opted-in bodies
- Track and follow up on supplier and PSAA actions under the guidance of the Contract Manager
- Contribute to the identification and management of issues and disputes, escalating to the Contract Manager as appropriate
- Support the Contract Manager in evaluating auditors' use of additional powers
- Contribute to the preparation of performance reports and documentation
- Assist in capturing and managing risks, issues, and lessons learned
- Maintain awareness of fee variations submitted by assigned suppliers
- Establish and maintain effective relationships with suppliers and key stakeholders
- Help develop and improve contract management and administration systems and processes

- Work flexibly to meet changing business priorities and to support the Contract Manager
- Comply with relevant legislation, regulations, and internal policies and procedures

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

- Academic qualifications appropriate to the role
- Experience working with professional services contracts or in a contract support role
- Excellent written and verbal communication skills, with the ability to interact effectively with stakeholders at all levels, adapt messaging for different audiences and channels, and willingly offer constructive challenge and voice own opinion
- Strong organisational and administrative skills with the ability to manage multiple tasks and meet deadlines in a fast-paced environment
- Exceptional attention to detail and accuracy when following a detailed process, including when working to tight deadlines, and when proof-reading documentation
- Strong team-working skills, with the ability to work collaboratively with cross-functional teams and flexibly to achieve results and maintain positive stakeholder relationships
- Excellent interpersonal skills and confidence to deal with people at all levels
- Strong analytical and problem-solving skills to identify and resolve contract-related issues and discrepancies, with the ability to analyse large volumes of complex data
- Strong IT skills (including Excel, Word, Teams, PowerPoint, SharePoint)
- 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 independency management

Desirable

- Familiarity with legal terminology, contract principles, and relevant laws and regulations
- Knowledge of IT-based contract management systems
- Basic financial knowledge relevant to contract management
- Awareness of the local audit industry and requirements
- Some understanding of the local or central government sector