

Person Specification

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| JOB TITLE: | Senior Auditor | POST NO: | 000536, 000538 |
| GRADE: | 11 | DEPARTMENT: | Resources |
| HOURS | 37 | | |
| DIVISION: | Internal Audit | DIRECTOR: | Cecilie Booth |
| DATE: | September 2022 | COMPLETED BY: | Steve Crabtree |

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
|-------------------------------|---|---|
| KNOWLEDGE | <p>Detailed practical knowledge of modern internal audit techniques and Public Sector Internal Audit Standards (A,I)</p> <p>A good working knowledge of internal audit within a public sector based organisation (A,I)</p> | <p>A good working knowledge of the legislation affecting local government finance. (A,I)</p> |
| SKILLS & ABILITIES | <p>Effective and professional interpersonal skills, the ability to communicate (both orally and in writing) with a range of people and to convey and receive information accurately (A,I,W)</p> <p>Analyse and interpret complex information from a multitude of different systems / unfamiliar concepts to solve problems and develop appropriate solutions (A,I,W)</p> <p>Ability to work effectively as part of a team or own your own (A,I)</p> <p>Ability to create accurate, effective and high quality audit documentation and reports (A,I,T)</p> <p>Ability to obtain and record appropriate evidence to support findings (A,I,T)</p> <p>Ability to present findings at all levels internally and externally (A,I)</p> <p>Ability to be independent, impartial and objective (A,I)</p> <p>Working within recognised audit procedures in order to be able to work unsupervised or as part of a team (A)</p> <p>Ability to organise and prioritise work effectively in order to meet deadlines in line with internal procedures (A,I,W)</p> <p>Proficient in the use of Google, Microsoft Office products and audit packages (A)</p> | <p>Knowledge of computer assisted audit techniques.</p> <p>For some specialist activities, the postholder should be able to lead a team of auditors on an audit assignment if required</p> <p>Experience of audit management software</p> |
| EXPERIENCE | <p>Substantial professional internal audit experience, preferably in the public sector (A)</p> | <p>Previous experience working in a Local Government Audit /</p> |

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| | <p>Extensive experience of internal auditing, in one or more disciplines such as contracts, partnerships, projects, ICT security, financial or information governance auditing</p> <p>Experience of personally investigating and advising on control weaknesses resulting from corporate fraud as well as undertaking fraud and irregularity investigations (I,A)</p> <p>Experienced in the use of a variety of financial software packages, such as databases or financial systems (A,I)</p> <p>Demonstration of continuing professional, personal and management development (A,I)</p> | Finance environment (A,I) |
| QUALIFICATIONS | <p>Studying for a professional qualification in Audit e.g. membership Chartered Institute of Internal Auditors or recognised CCAB institute. As a minimum, should have already obtained Practitioner Certificate (IIA) or equivalent for those studying CCAB - with a minimum of three years Internal Audit Experience; (A,I,C)</p> <p>OR</p> <p>Qualified member of the Association of Accounting Technicians AAT with a minimum of three years Internal Audit Experience (A,I,C)</p> | |
| PERSONAL CIRCUMSTANCES | <p>Ability and willingness to travel to various sites and places as required (A)</p> <p>Ability to adapt to change with flexibility and an enthusiastic approach (I)</p> <p>Commitment to working as a positive and constructive team member (I)</p> <p>Professional approach to working in a financial environment and developing skills to progress in a risk and governance setting (I)</p> <p>Committed to Continuous Professional Development (I)</p> | |
| EQUALITY | Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A,I) | |
| CUSTOMER CARE | Knowledge and understanding of effective customer care (A,I) | |

At the end of each criteria the following codes are used to indicate how the criteria will be assessed:

A Application;

I Interview;

P Presentation;

W Written Test;

C Certificate