

Person Specification

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>

	<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	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A,I)</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care (A,I)</p>	