

Person Specification

JOB TITLE:	Senior Auditor	POST NO:	000536, 000538
SCALE:	11	DEPARTMENT:	Corporate Services
DIVISION:	Internal Audit, Insurance and Investigations	DIRECTOR:	Cecilie Booth
DATE:	November 2023	COMPLETED BY:	Louise Cooke

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>A strong understanding of the role of internal audit within a large, complex organisation.</p> <p>A strong understanding of corporate governance, risk management and assurance principles and practice.</p> <p>Detailed practical knowledge of modern internal audit and assurance techniques, including relevant codes and standards (e.g. Public Sector Internal Audit Standards).</p>	<p>A good working knowledge of the legislation and current issues affecting local government.</p> <p>In depth knowledge of specialist audit areas such as contract management, IT or project management.</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.</p> <p>Analyse, interpret and evaluate complex information from a multitude of different systems / unfamiliar concepts to solve problems and develop appropriate solutions.</p> <p>Ability to organise and prioritise work effectively and meet deadlines.</p> <p>Ability to create accurate, effective and high-quality audit documentation and reports.</p> <p>Ability to obtain and record appropriate evidence to support findings.</p> <p>Ability to be independent, impartial and objective, and to recognise the need for confidentiality and apply tact and discretion when handling sensitive information.</p> <p>Ability to work within recognised audit procedures and be able to work unsupervised or as part of a team.</p> <p>Proficient in the use of Microsoft Office products.</p>	<p>Experience working in a public sector environment.</p> <p>Experience of investigating and advising on control weaknesses resulting from corporate fraud.</p> <p>Experience of using audit management software.</p>
EXPERIENCE	<p>Substantial professional experience in an audit, risk or assurance role, within a large, complex organisation.</p>	

	Experienced in the use of a variety of software packages, such as databases or financial systems.	
QUALIFICATIONS	<p>Part qualified or studying for a professional qualification in an audit, risk or assurance discipline (e.g. CMIIA, CCAB).</p> <p>OR</p> <p>Qualified member of the Association of Accounting Technicians AAT, or equivalent.</p> <p>A minimum of three years audit, risk or assurance experience.</p> <p>Ability to demonstrate continuing professional, personal and management development.</p>	
PERSONAL CIRCUMSTANCES	<p>Able and willing to travel to various sites and places as required.</p> <p>Able to adapt to change with flexibility and an enthusiastic approach.</p> <p>Commitment to working as a positive and constructive team member.</p> <p>Committed to Continuous Professional Development.</p>	
EQUALITY	Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care	