

Job Description and Person Specification

Job details

Job title:	Auditor
Grade:	J
Reports to:	Chief Internal Auditor
Directorate and Service area:	Finance, Internal Audit

Purpose of the job

The Auditor role is responsible for conducting audit work as part of a professional service, with the aim of supporting clients to maximise the effectiveness of controls and manage risk efficiently and consistently. The post holder should have an understanding of risk, and an enthusiasm for delivering improvements and working as part of a team to strengthen controls.

Day to day assignments will include both financial and non-financial controls and potential work with partners and schools, under supervision of Audit Manager/Principal Auditor leads. The post holder is required to conduct audit testing which will provide assurance over the adequacy and effectiveness of internal controls operating for the Council and its partners.

The role will require the post holder to identify risks - in consultation with management and the client - and perform audit tests which will inform an assurance opinion. The Auditor's work will assist in informing assurance outcomes for clients and play a key role in the timely and quality delivery of the audit plan.

Principal responsibilities

1. To work on audit assignments as directed by the Chief Internal Auditor or Audit Manager, having due regard to professional standards (utilising the relevant tools and techniques), internal quality procedures and any requirements of Internal Audit management.
2. Contribute to the drafting of audit work programmes that meet the proposed scope of work.
3. To complete audit testing working papers in line with Standards and the Audit Manual, for management review.
4. To assist in the drafting of audit reports and reaching conclusions on audit findings.
5. To build an appreciation of audit and risk management techniques and emerging risks in local government, making use of a range of techniques for different assignments.
6. To help ensure services treat customers equitably and deliver what the customer requires in accordance with service standards and Council priorities.
7. To develop effective relationships with all parties during delivery of audit work.
8. To ensure the ongoing quality of Internal Audits to all clients, ensuring compliance with the Public Sector Internal Audit Standards, the Code of Ethics and the Internal Audit Manual.



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General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	GCSE English Language and Mathematics.	Part AAT or IIA qualified.
Experience and Knowledge	<p>An understanding of Internal Audit, risk management and/or related governance areas.</p> <p>Appreciation of risks and controls within financial and non-financial systems.</p> <p>Appreciation of principles, standards and procedures required for Internal Audit and compliance reviews, particularly those laid down in the Public Sector Internal Audit Standards.</p> <p>Good knowledge of data protection and confidentiality issues.</p>	<p>Appreciation of financial accounting practices in Local Government and/or schools.</p> <p>Knowledge of internal auditing methodologies; systems based and compliance auditing.</p> <p>Experience in a relevant local government area.</p>
Ability and Skills	<p>Communication:</p> <p>Microsoft Office knowledge. Proficient in the use of Word and Excel.</p> <p>Ability to achieve deadlines, meet audit time budgets, and juggle several pieces of work.</p> <p>Ability to conduct audit work, applying the logic and relevant Standards in reaching a conclusion on each test.</p> <p>Analytical skills - ability to identify relevant data and information, and analyse and interpret it, such that appropriate audit conclusions can be drawn; and to</p>	



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Attributes	Essential criteria	Desirable criteria
	<p>determine the appropriate regulation, policies and legislation pertinent to the audit in question.</p> <p>The post holder may be required to work with a variety of organisations.</p> <p>Able to manage time effectively.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Internal Audit is governed by professional and legal standards, such as the Public Sector Internal Audit Standards and CIPFA Codes of Practice. The post holder will be responsible for delivering against these Codes and guidance, demonstrating independence and due professional care and ensure that the coverage of audit is focussed against the areas of highest risk.</p> <p>Internal Audit utilises time recording software to record jobs and time spent. The post holder will be required to record all work tasks on the system.</p>	