

CAMBRIDGESHIRE COUNTY COUNCIL

PERSON SPECIFICATION

Job Title: Senior Auditor
Service: AUDIT, RISK AND INSURANCE
Directorate: LAW AND GOVERNANCE
Office: LGSS
Reports to: Audit Manager (or Principal Auditor for individual audits)
Grade: S01/S02
Location: Shire Hall
Hours: 37

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential:

- Qualified Accounting Technician (AAT); or
- Actively studying towards a recognised / relevant professional qualification, e.g. CIPFA / PIIA / CMIIA

Knowledge & Experience

Essential:

- Detailed/In-depth practical knowledge & understanding of Internal audit and/or finance dealing with a variety of services, including non-financial systems.
- Knowledge of internal auditing methodologies; systems based and compliance auditing.
- Appreciation of risks, controls and materiality within financial and non-financial systems.
- Knowledge of the Cipfa Code of Practice for Internal Auditors in Local Government and the key standards expected.

Desirable:

- Appreciation of funding and financial arrangements in schools, and relative roles and responsibilities of Head teacher, Governors and staff, and financial accounting practices in Local Government.

Skills & Attributes

Essential:

- Planning and organisational skills - time management / prioritisation - ability to achieve deadlines, meets audit time budgets, and juggle several pieces of work. Initiative in taking assigned audits forward.
- Communication – ability to produce clear, constructive and well-presented reports based on sufficient and reliable evidence, and ability to get messages across in respect of audit results and conclusions.
- Aptitude in developing constructive working relationships and customer focussed in delivering work assigned and in responding to ad hoc queries.
- Ability to work confidently with managers at all levels within the Authority when conducting an audit, and able to raise areas of concern about systems and processes with confidence, and challenge managers and officers where responses to audit findings are inappropriate.
- Ability to encourage, support, supervise and train other team members.
- IT skills - Microsoft office knowledge. Proficient in the use of Word and Excel, and ability to interrogate financial systems.
- Analytical skills - ability to identify relevant data and information, and analyse and interpret it, such that appropriate audit conclusions can be drawn; and to determine the appropriate regulation, policies and legislation pertinent to the audit in question and draw out the key points.
- Team work - able to work with other members of the team as appropriate to deliver individual audit assignments, and share knowledge.

Special Requirements

Essential:

- Driving - clean driving licence necessary, to enable travel to conduct audits not based on the Shire hall site

Cambridgeshire Behaviours

Working together – You work with others to reach a common goal, tackling objectives innovatively and with particular regard for shared objectives. Proactively, you share information and search out expertise from relevant partners and/or the communities we serve.

- I identify needs and initiatives for joint approaches to delivering services
- I work across and outside typical groups

Integrity – You carry out your duties openly, fairly and honestly and demonstrate reliability and transparency at all times. You are an active listener and communicator and strive to work in a ‘say what you do, do what

you say' ethic in delivering what you promise, taking responsibility for your actions.

- I proactively identify and reliably respond to challenges to improve customer satisfaction
- I communicate this to colleagues and customers effectively

Respect for others and public resources – You are aware of your impact on others and public resources. You identify and consistently demonstrate a commitment to working for everyone in our communities, promoting the value of diversity and opportunities for all. This extends to your use of resources, minimising harm to our climate, and our natural and built surroundings.

- I can identify the impact of my work on colleagues and customers
- I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected

Excellence – With enthusiasm, you work to meet personal, organisational and customer expectations. You pursue a 'can-do' attitude in all of the work you deliver, ensuring it meets the needs of all current and potential customers.

- I respond to and tackle current and future challenges, providing solutions in the work I undertake