

Senior Auditor – Person Specification

Job Title: Senior Auditor

Service: Internal Audit & Risk Management

Directorate: Law & Governance, Strategy & Partnerships

Grade: SO1/SO2 (£30,151 - £34,723 as at 1st April 2022)

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/Desirable
Relevant professional qualification	Qualified Accounting Technician (AAT) or Certified Internal Auditor (CIA); <u>or</u>	Essential
	Actively studying (or willing and able to study) towards a recognised / relevant professional qualification (e.g. CIPFA / PIIA / CMIIA).	
Education	5 GCSE's grade A-C or equivalent (including Mathematics and English Language).	Essential
	Bachelor's Degree or equivalent.	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/Desirable
Knowledge		
Internal Audit theory and techniques	<p>Practical knowledge & understanding of Internal Audit and/or finance dealing with a variety of services, including non-financial systems.</p> <p>Knowledge of internal auditing methodologies; systems based and compliance auditing.</p> <p>Appreciation of risks, controls and materiality within financial and non-financial systems.</p> <p>Knowledge of the CIPFA Code of Practice for Internal Auditors in Local Government and the key standards expected.</p> <p>Able to demonstrate understanding of corporate governance, risk management and assurance principles and practice.</p>	Desirable
Skills		
Communication	Excellent communication skills both written and verbal, in particular, strong influencing, negotiation and diplomacy skills.	Essential

	<p>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.</p> <p>Aptitude in developing constructive working relationships; customer-focussed in delivering work assigned and in responding to ad hoc queries.</p> <p>Ability to work confidently with managers at all levels within the Council 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.</p>	
Teamwork, Managerial and Supervisory	<p>Ability to encourage, support, supervise and train other team members.</p> <p>Ability to work with other members of the team as appropriate to deliver individual audit assignments, and share knowledge.</p>	Essential
Decision Making and Analytical:	<p>Strong decision-making skills and the ability to exercise sound judgement.</p> <p>Ability to identify relevant data and information, and analyse and interpret it, so that appropriate audit conclusions can be drawn. Ability to determine the appropriate regulation, policies and legislation pertinent to the audit in question and draw out the key points.</p>	Essential
Planning and Performing:	<p>Strong planning and organisational skills, managing time effectively.</p> <p>Demonstrable ability to plan and control work so that it is carried out in a structured manner; deadlines are met; and work is managed within audit time budgets. Ability to take the initiative in taking assigned audits forward and manage juggling several pieces of work.</p>	Essential
Creativity:	<p>Able to think creatively and apply strong problem-solving skills and critical thinking. Produces new ideas, approaches or insights and creates innovative outcomes which are pragmatic and proportionate to risk.</p> <p>Ability to identify key risks to the achievement of organisational and service objectives and scope effective work plans to assess how risks are managed and controlled.</p>	Essential
Adapting and Coping:	<p>Demonstrates flexibility of ideas in the face of change. Professional resilience.</p> <p>Works productively under high pressure, maintaining a positive outlook.</p>	Essential
Experience		
Internal Audit	Internal audit experience.	Desirable

	Experience of delivering reviews, including audit specialisms. For example: contract audit, contract management and open-book reviews, project reviews, IT Audit, Risk Management and the audit of Fraud.	Desirable
Independence	Self-motivated, demonstrable experience of using own initiative and delivering work within tight timescales and meeting performance targets. Experience of working alone and as part of a team.	Essential
Public Sector	Experience of working in the public sector, particularly local government.	Desirable
Stakeholder management	Experience of promoting, developing and maintaining effective working relationships with a diverse range of stakeholders (both internal and external) around the delivery of services, policy design and organisational strategy. Experience of working with stakeholders to provide challenge, highlight areas of concern and agree actions to address risks.	Essential
Communication	Experience of writing reports and giving presentations.	Essential
Work experience	Demonstrable experience of delivering work in line with team policies/procedures and of working in a systematic, methodical way. Experience of monitoring quality and performance and achieving set goals and objectives.	Essential
	Experience of undertaking data analysis and solving problems. Experience of risk management, policy development, financial management, project management, or other related disciplines highly desirable.	Desirable
IT and Systems	Microsoft Office knowledge. Proficient in the use of Word and Excel, and ability to interrogate financial systems.	Essential
Equal opportunities <i>Applies to all roles.</i>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

Disclosure level

	<u>None</u>	Standard
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What disclosure level is required for this post?	Enhanced	Enhanced with barred list checks
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Work type

What work type does this role fit into?	Fixed	<u>Hybrid</u>	Field	Remote	Mobile
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