

## Group Auditor – Person Specification

**Job Title:** Group Auditor  
**Service:** Internal Audit & Risk Management  
**Directorate:** Resources  
**Grade:** P3

### Qualifications, knowledge, skills and experience

*Minimum level of qualifications required for this job*

Qualifications Required	Subject	Essential/Desirable
Qualified Chartered Accountant / Internal Auditor	CCAB Accountant or Chartered Internal Auditor	Essential
Degree Educated	Bachelor's Degree or equivalent	Desirable

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

Identify	Describe	Essential/Desirable
<b>Knowledge</b>		
Internal Audit theory and techniques	<p>Comprehensive and in-depth knowledge, familiarity with and enthusiastic interest of all internal audit techniques and services.</p> <p>Able to demonstrate understanding of corporate governance, risk management and assurance principles and practice.</p> <p>Demonstrate understanding of how Internal Audit should operate in a large, complex and diverse environment.</p>	Essential
	In-depth knowledge of audit specialisms. For example, the principles of contract audit, contract management and open-book reviews, IT Audit, Risk Management and the audit of fraud.	Essential
Public Sector Internal Audit Standards (PSIAS)	Up-to-date working knowledge of all relevant and appropriate legislation, standards and codes relating to Internal Audit, including PSIAS.	Essential
<b>Skills</b>		
Communication	<p>Excellent communication skills both written and verbal, in particular, strong influencing, negotiation and diplomacy skills.</p> <p>Ability to prepare professional- quality reports, often within tight timescales, drawing together complex information from multiple sources and identifying key issues.</p>	Essential

Managerial and Supervisory	Ability to manage and motivate staff to deliver Internal Audit services to tight deadlines.	Essential
Decision Making and Analytical:	<p>Strong decision decision-making skills and the ability to exercise sound judgement.</p> <p>Ability to efficiently undertake data and statistical analysis of highly complex (and sometimes conflicting or ambiguous) data from different perspectives in the use of a range of problem solving techniques to identify and evaluate opinions and identify solutions, often without precedents.</p> <p>Exercising expert judgement to accurately present financial and non-financial information and highlight key issues to support strategic decision-making with multiple variables and uncertainties.</p>	Essential
Planning and Performing:	Strong planning and organisational skills, managing time effectively. Demonstrable ability to plan and control work so that it is carried out in a structured manner and that deadlines are met. Ability to manage a range of complex issues and conflicting priorities personally and through delegation. Highly motivated?	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
<b>Experience</b>		
Internal Audit	Significant post- qualification internal audit experience, having worked in a relevant sector, for example in a local authority (or similar) setting, including managerial experience, with the ability to communicate both in writing and verbally.	Essential
	Experience of delivering reviews, including audit specialisms. For example: contract audit, contract management and open-book reviews, IT Audit, Risk Management and the audit of Fraud.	Essential
Independence	Self-motivated, able to use own initiative and work within tight timescales. Ability to work alone or as part of a team.	Essential

Stakeholder management	<p>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.</p> <p>Extensive experience of working with stakeholders to highlight areas of concern and agree actions to address risk areas, and supporting managers to implement risk mitigation and improve control.</p>	Essential
Staff Management	Demonstrable experience of managing and supervising staff, including quality control and people management. Experience of resource planning and allocation	Essential
IT and Systems	Experience of using financial systems. Experience of implementing and using financial control mechanisms and reporting.	Essential
<b>Equal opportunities</b> <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

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

### Work type

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