

PERSON SPECIFICATION

Job Title	Internal Audit Associate
Directorate/Service Area	Internal Audit
Reports to	Placement Manager
Location	Cambridgeshire
Grade	Scale 6 – SO2 (CCC)
Hours	37 per week (full-time)

Education, Qualifications & Training – Essential Criteria

- Minimum 2:1 undergraduate degree in any discipline
- Minimum 3 Bs (120 UCAS points) across 3 A-Levels excluding General Studies, or equivalent recognised qualification
- A*- C/9 - 4 in Mathematics and English Language at GCSE, or equivalent recognised qualification

Experience & Knowledge

- An appreciation of the current challenges facing the Public Sector

Skills & Attributes

- *Ambition & Motivation:* Passionate about making a positive impact in the public sector. Driven to achieve and improve, and personal ambition to become a future manager. Self-motivated to seek out new opportunities to grow and develop, personally and for the organisation.
- *Vision:* Commitment to excellence and desire to see improvement. Willingness to bring fresh thinking and creativity. Longer-term vision for and awareness of how services could change to better meet future needs and challenges
- *Leadership and relations with others:* Ability to build effective relationships and inspire and influence others in the pursuit of excellence. Ability to constructively challenge the status quo in order to bring about improvement. The personal qualities and skills that promote open and constructive relations with colleagues and customers.
- *Problem solving:* Ability to think clearly, creatively and in innovative ways, and apply this practically to identify solutions to complex, strategic issues.
- *Communication:* Ability to express ideas and share key messages clearly, confidently and effectively, through both written and oral communication and to a variety of audiences.
- *Flexibility:* Ability to learn new skills and information quickly and confidently. Ability to adapt quickly to working in a variety of different teams over the duration of the scheme.
- *Working with others:* Ability and awareness to work with a diverse workforce, communities and customers. Ability to bring together people's strengths and to work alongside others to achieve common goals
- *Analysis:* Ability to quickly sift through and understand large amounts of data, both written and numerical. Ability to identify key trends and issues to develop informed solutions that can address specific and strategic issues.
- *Planning:* Ability to plan ahead, prioritise tasks and manage time effectively.
- *IT Skills:* Competent in desktop applications (spreadsheet and word processing).