



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Auditor**

### **Vacancy ID: 010859**

Salary: £30,507.00 - £32,878.00 Annually

Closing Date: 23/02/2020

## **Benefits & Grade**

Grade K

## **Contract Details**

2 posts, Permanent

## **Contract Hours**

37 hours per week (part-time working will be considered)

## **Job Description**

The Council has established a shared Internal Audit Service with Darlington Borough Council. The service is in the process of establishing a system of continuous auditing to increase the effectiveness of the section.

An opportunity has arisen for 2 people to join the audit team and have a key role in delivering a forward thinking pro-active audit service to Stockton-on-Tees and Darlington Borough Councils.

The successful applicant(s) will be responsible for a portfolio of work, ensuring it is delivered within agreed timescales and working with staff across both authorities. They will lead on the design, implementation and monitoring of the continuous audit programme for their designated areas, working with various stakeholders to understand and define information requirements. As such, substantial experience of working with and analysing complex data is desirable and an ability to identify risks and understand risk exposure is essential.

Applicants should be motivated and have high personal standards of self-discipline, be able to demonstrate a flexible and organised approach to their work and be able to communicate effectively with a range of stakeholders.

The posts are available on a full-time basis however should a successful applicant wish to reduce their working hours this would be considered.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Andrew Barber, Audit and Risk Manager on 01642 526176, or Nicola Cooke, Audit Team Leader on 01642 526179.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Finance and Business Services</b>		<b>Service Area:</b>  <b>Internal Audit, Procurement &amp; Governance</b>
<b>JOB TITLE: Auditor</b>		
<b>GRADE: K</b>		
<b>REPORTING TO: Audit &amp; Risk Manager/Senior Auditor</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To undertake audits across client organisations and to provide advice and guidance to Service managers.  Provide consultancy services to large and small projects in both development and implementation stages to ensure an adequate control environment is embedded within processes and systems.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	To assist in providing a full and continual internal audit of the Council's activities in accordance with an agreed plan.
	2.	Assist in the development and delivery of the audit plan taking the lead on a portfolio of work applying risk management techniques to prioritise work.
	3.	To undertake reviews, develop and provide advice on the operation of all of the systems included in Internal Audit's remit in the most efficient and cost effective manner as possible.
	4.	To undertake regular monitoring of the systems in place and develop testing strategies to provide an appropriate level of assurance across all system working with service managers as required.
	5.	Prepare both routine and complex reports to an agreed standard and discuss the contents of reports in an appropriate forum as required.
	6.	Deputise for the Senior Auditor(s) as required.
	7.	Undertake such personal development as deemed necessary to fulfil the roles and responsibilities of the post, assisting others as required.
	8.	Provide advice and guidance and support to service managers in relation to supporting projects and assisting with investigations as required.

### **3. GENERAL**

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade of K using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated December 2016**



## PERSON SPECIFICATION

Job Title/Grade	<b>Auditor</b>		<b>K</b>
Directorate / Service Area	<b>Procurement &amp; Governance</b>		<b>Finance and Business Services</b>
Post Ref:	<b>POS003089 / POS003088</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	Educated to degree level or equivalent in a directly relevant subject area and Membership of a relevant professional body or the equivalent level of knowledge gained from demonstrable directly relevant work related experience	Management Qualification	Application form
Experience	Local Government Audit/Finance  Development of testing schedules and setting up audit work  Project work  Investigations  Undertaking analytical review to establish testing requirements	Supervision of staff	Application / Interview

Knowledge & Skills	<p>Time management / working to deadlines</p> <p>Knowledge of the PSIAS</p> <p>Use of ICT specifically CAAT's</p> <p>High level communication skills</p> <p>Developing working relationships with clients</p> <p>A detailed understanding of legislation relevant to local government e.g. data protection as well as a detailed understanding of relevant legislation relating to the audit work being undertaken.</p> <p>An understanding of how legislation is applied.</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Think widely and solve problems logically</p> <p>Assertive and has an ability to say no whilst maintaining a good rapport</p>		Application / Interview
Other requirements			

**Person Specification dated December 2016**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.