



Job profile

Apprentice Internal Audit Practitioner

Group: Corporate Resources

Service: Corporate Finance

Location: Civic Centre

Line Manager: As allocated

Car User Status: N/A

Job Purpose

To support the provision of the Internal Audit Service.

The key roles of this post will include:

1. To learn how to carry out audits and prepare draft audit reports as directed, ensuring the standards, procedures and systems specified in the Internal Audit Manual and local performance targets are adhered to.
2. To offer advice on the Constitution and Standing Orders for the Council and associated bodies.
3. To raise awareness of the benefits of effective internal controls as a contribution to the achievement of the organisational objectives of all audited bodies.
4. To assist managers of the Council and associated bodies in the identification of fraud, waste and extravagance.
5. To support the Corporate Fraud team in accordance with the Council's Counter Fraud Strategy.
6. To help ensure the assets of the Council and associated bodies are accounted for properly and safeguarded from loss.
7. To gain skills to be able to uphold the principles of integrity, objectivity, competence and confidentiality in all work responsibilities.
8. To maintain a continuous dialogue with the Division's management in respect of progress against ongoing work objectives.



9. To ensure that all work carried out, within the post holders areas of responsibility is performed in accordance with the Councils health and safety policy.
10. To work towards the Internal Audit qualification through classroom or virtual learning and on the job training.

Criteria

Knowledge and Experience

Essential

Qualifications:

- A-Level qualified or equivalent.
- Maths and English GCSE's grade A-C / 9-4 or equivalent.

Experience:

- Excellent communication skills.
- Working knowledge of using office-based software packages (e.g. Microsoft Word, Excel & Email applications)

Desirable

Knowledge of:

- Local government finance environment.

Experience of:

- Knowledge and experience of internal audit.