



## **Auditor Grade F/G**

**Group:** Corporate Resources

**Location:** Civic Centre

**Service:** Corporate Finance

**Line Manager:** Senior Audit & Risk Officer / Audit & Risk Manager

**Car User Status:** Casual

### **Job Purpose**

To support the provision of the Internal Audit Service

### **The key roles of this post will include:**

1. 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 provide advice on the Constitution and Standing Orders for the Council and associated bodies.
3. To assist in the training and guidance of divisional members as allocated to ensure team members achieve high levels of performance.
4. To raise awareness of the benefits of effective internal controls as a contribution to the achievement of the organisational objectives of all audited bodies.
5. To assist managers of the Council and associated bodies in the identification of fraud, waste and extravagance.
6. To ensure the assets of the Council and associated bodies are accounted for properly and safeguarded from loss.
7. 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. Such other responsibilities allocated which are appropriate to the grade of the post.



## Knowledge and Experience

### Essential

#### Grade F Qualifications:

- AAT or IIA qualified or equivalent.
- Knowledge and experience of internal audit.

#### Grade G

- 3 years satisfactory post qualification experience with relevant CPD accreditation.

### Desirable

#### Knowledge of:

- Local government finance environment.

#### Experience of:

- Local government finance environment.
- IT audit work.



## **Competencies**

<b>Self Awareness</b>	Is self-aware, learns continuously and adapts behaviour in response to feedback.
<b>Personal Effectiveness</b>	Makes things happen, operates with resilience, flexibility and integrity.
<b>Communication</b>	Shares and listens to information, opinions and ideas using a range of effective methods.
<b>Delivering Results</b>	Promotes customer focused service delivery. Plans and prioritises and learns from mistakes.
<b>Joined Up Working</b>	Promotes collaborative relationships with other services and colleagues in order to improve service delivery.
<b>Improving Delivery</b>	Seeks out the best way to deliver services, promotes innovation and learning and manages risks.
<b>Motivating Teams and Individuals</b>	Creates the right environment for teams and individuals to perform at their best.
<b>Managing Team and Individual Performance</b>	Gives clear direction and feedback to maximise performance.
<b>Managing Diversity</b>	Treats individuals with respect and consideration, takes employee policy and practice seriously.