**0928**

**Job Title – Assistant Auditor**

**Grade: Scale 3**

**Job Description**

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| Job Purpose |
| The post holder is a member of the Internal Audit team who will be involved in undertaking audit assignments, in order to verify supporting evidence to detect malpractice and to report on internal controls. |
| Major Tasks  |
| * To provide assistance in undertaking routine systems audits in compliance with the Public Sector Internal Audit Standards (PSIAS) .
* Compliance and substantive testing to support system audits, under supervision
* Produce written working papers and reports to support the findings of each audit under the supervision of an Auditor/Principal Auditor
* Assist in the co-ordination of the Local Government Ombudsman (LGO) responses
* Other work as allocated by the Principal Auditor or Audit & Governance Lead Manager
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| Contacts & Relationships |
| * Principal Auditor – Occassionally
* Audit & Governance Lead Manager – Occassionally
* Auditors - Daily
* Staff in other teams and/or schools - Occassionally
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| Creativity |
| * The postholder will be involved in the improvement of procedures and practices within Audit Services
* When assisting with system audits the postholder will support Auditors in recommending improvements to procedures and practices in line with Financial Regulations
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| Decisions |
| * Under supervision ask questions and probe further when on site to obtain a

 reasonable explanation and collect evidence to support findings.. * When to refer an issue to the Auditor, Principal Auditor or Audit & Governance Lead Manager if during any work they discover any irregularities.
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| Management & Supervision |
| The post holder has no supervisory responsibilities. |
| Supervision Received |
| * The post holder will report directly to an Auditor, the Principal Auditor or Audit & Governance Lead Manager, in their absence.
* The post holder has minimal discretion to organise their own workload to meet deadlines set by the Auditor and/or Principal Auditor. They will keep the Auditor/Principal Auditor updated with any issues that may arise that might prevent them meeting these deadlines.
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| Complexity |
| * The use of computer systems to collate and analyse information.
* To be able to communicate to staff whilst out on site to extract information in a

 polite, professional and diplomatic manner.* To be able to analayse data provided by the auditee in various formats.
* Good written and communication skills
 |
| Resources |
| The post holder has the responsibility for the following resources:• Ensuring any hours worked on internal or external work is recorded on the team’s time recording system. • Providing general governance and risk management advice, under the direction of the Auditor or Principal Auditor • Ensuring information held is secure and compliance with the Council’s retention and disposal policy |
| Impact |
| This role is to undertake internal audit work in compliance with the PSIAS.If this role did not exist then the Council may not meet the PSIAS. If this role did not exist then the Council’s governance, risk management and control environment could deteriorate. |
| Physical Demands |
| No notable physical demands above those associated with undertaking audits. Files are now generally electronic but there maybe some paper records required for audit testing. |
| Working Environment |
| Hybrid working (office and home based). There may be occasions where there is a requirement to undertake off site audits or training courses. |
| Emotional Context  |
| No issues in respect to emotional context. |
| Other |
| The post holder will be expected carry out any other duties that are within the scope, spirit and purpose of the job, commensurate with the grade. The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| Criteria | Standard |
| Qualifications | * Preferably working towards foundation AAT or equivalent .
* Grade C or 4 and above in Maths & English GCSE
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| Experience | * Finance and audit experience is desirable
* Some experience of providing advice and guidance and persuading people to accept it.
* Some experience of dealing with difficult customers.
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| Knowledge | * It would be desirable to have some knowledge of the Council’s Financial Regulations
* Knowledge of IT packages – spreadsheets, word processing and databases
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| Skills | * Good communication and interpersonal skills including the ability to communicate with all levels of staff
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| Personal style & behaviours | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages.
1. Good communicator in all areas with good interpersonal skills
2. Flexible approach but able to work to deadlines.
3. Logical thinker
* Tact, patience, diplomacy and confidentiality
* The development and maintenance of good working relationships without compromising the post holder’s independence, confidentiality and integrity
1. Enthusiasm, commitment and loyalty
* Good listener.
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| Fluency Duty | • The post holder should have the ability to converse at ease with colleagues, customers/clients and provide advice in accurate spoken English. |
| Political Restrictions\*\* | This post is not subject to political restrictions.  |

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| Type of criminal records checks required for this post | Ticked as required |
| None | None |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

*\*\* Political Restrictions*

*Certain posts in the council are designated as ‘politically restricted’, which means that the post holder must not have any active political role either in or outside of work. Employees who have politically restricted posts are responsible for ensuring they do not engage in restricted activities. Where a post has been identified as politically restricted, the following statement must be included within the Person Specification:*

This post has been identified as being politically restricted.

*Where the post has been identified as* ***not*** *being politically restricted, the following statement must be included:*

This post is not subject to political restrictions.