



Job Description & Person Specification

Job Title:	Trainee Auditor	Job Reference:	TVBC26624
Service:	Finance		
Location:	Beech Hurst	Grade:	Career Grade 5-7
Reports to:	Principal Auditor		
Date:	November 2017		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
To contribute towards the provision of the Council's statutory Internal Audit Service, undertaking, with support, audit reviews across all the Council's services, advising, under supervision, officers and managers in all Services on regulatory financial issues and investigating financial irregularities which occur.			
Main responsibilities and duties			
To support the team in undertaking reviews of systems, both financial and non-financial, across the Council's services. This will include documenting, testing internal controls and management information and examining the arrangements for obtaining value for money. At the conclusion of each review, under supervision (dependant on experience) prepare a report to the Head of Service, detailing findings, conclusions, the level of assurance and remedial actions.			
Provide support for investigations into suspected frauds, irregularities or other ad hoc matters which may arise from audit reviews or be referred to Internal Audit through managers from any Council service and the "speak up" campaign.			
Support the Internal Audit team in projects with other officers of the Finance Service or within other Services of the Council.			
With supervision and support advise Services on the use of financial systems and respond to ad hoc requests for advice on compliance with Council policies.			
Carry out audit work, with supervision, on new initiatives as they arise.			
Maintain, with supervision, the Internal Audit intranet site on the Council's intranet			

NB: The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

Supervision and management

The postholder will not have any line management or supervisory responsibilities.

Resources

The postholder does not have any budgetary control or resourcing responsibilities.

Contacts and relationships

The postholder does not have a public facing role. Key contacts and relationships will be within the organisation dealing with and reporting to management as described in the main responsibilities and duties above.

Working environment

- This is an office based role.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
Requirement for appointment within Grade 5: Association of Accounting Technicians (AAT) Level 3 or degree in business/finance or equivalent experience.	E
Requirement for appointment within Grade 6/7: Part qualified Chartered Institute of Internal Auditors or degree in business/finance. Or Association of Accounting Technicians (AAT) Level 4 or equivalent.	E

Knowledge	
Some knowledge of Finance and Accounting.	E
Some understanding of Internal Audit's role within an organisation.	E
Some understanding of local government finance and accounting.	D
Experience	
Use of word processing and spread sheets.	E
Requirement for appointment within Grade 5: Experience of working in an office based environment	D
Requirement for appointment within Grade 6 Minimum of 1 to 2 years experience working in an Internal Audit environment.	E
Requirement for appointment within Grade 7: Minimum of 3 years experience working in an Internal Audit environment.	E
Key skills	
Numerate	E
Good at problem solving and showing initiative	D
Sound analytical skills and ability to interpret a variety of source data	E
Computer literate	E
Good written and oral communication	E
Good organisational and time management skills	E
Personal qualities and behaviours	
Accurate and methodical	E
Able to recognise need for and maintain confidentiality	E
Good communicator	E
Team player	E
Willing to learn	E
Enquiring mind	E
Commitment to undertake professional qualifications relevant to the role	E
Other Factors	
There may be the opportunity to travel to other sites not serviced by public transport	

to undertake planned audit work.

Must be able to attend training courses when required. Career progression and Professional Development to be discussed at interview.

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.