

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Trainee Auditor	Grade: Sc5-S01
Section: Internal Audit	Directorate: Finance
Responsible to following manager: Audit Manager / Principal Auditor	Responsible for following staff: n/a
Post Number/s:	Last review date: Sept 2025

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth Councils is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government, and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Evaluate and improve the effectiveness of risk management, control and governance processes through planning, conducting and reporting on risk-based internal audit reviews to a high-quality standard and within agreed timescales.



Specific Duties and Responsibilities

Undertake establishment and school audits, following guidance from senior team members.

Undertake testing as directed by more senior members of the team as part of general audit work.

Undertake a variety of audit assignments across all Council Directorates and a range of service areas in accordance with instructions and under the direction of more senior members of the team.

Liaise with clients, attend meetings, including scoping meetings and end of audit meetings

Plan and organise your work to professional and quality standards within agreed time constraints and reporting deadlines.

Interrogate mainframe and other computer systems to obtain data required for audit investigations.

Utilise modern audit techniques where relevant to analyse and test data.

Liaise with senior management, officers, and other parties where required.

Provide general administrative support as directed by more senior members of the team.

Perform other duties as required, appropriate to the grade, including attending meetings outside of normal working hours.

Additional Responsibilities for Scale 6

Use your audit knowledge, and working with more senior team members, to develop an area of specialism.

Presents the findings of your audits to the relevant Service Manager at the end of audit meeting.

Undertake less complicated audits with minimal supervision.

Complete delegated work within agreed timescales.

Additional Responsibilities for SO1

You will take a lead role in projects/audits as directed by more senior team members.

You will assist in preparing audit briefs that address risk, legislative changes, updated audit techniques, recent developments, and modifications in practices and systems related to audits performed by the service.



You will assist with the preparation of clear and concise audit reports using the standard audit report template, documenting the outcomes and assurance opinion of each audit review together with practical recommendations.

You will have satisfactorily completed training and development relevant to the role of an auditor to an acceptable level, as agreed by the Head of the Shared Audit Partnership.

Generic Duties and Responsibilities

Contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

Comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

Adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.

Promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

Understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

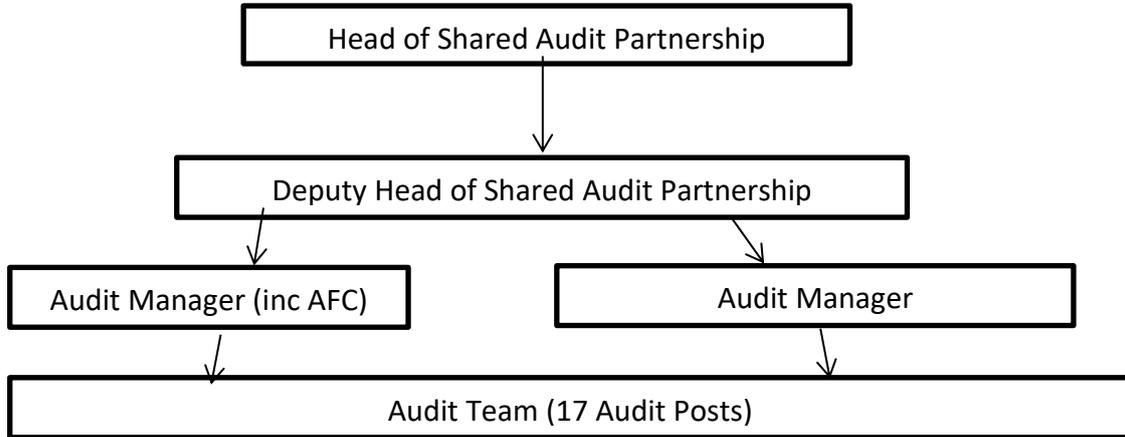
Additional Information

Flexibility and adaptability are essential, as the role may require responding to unforeseen circumstances and shifting priorities.

You will demonstrate a commitment to ongoing professional development, proactively seeking opportunities to enhance your skills and knowledge to meet the evolving needs of the organisation.

You may be required to work in any of the boroughs within the Shared Audit Partnership (Richmond, Wandsworth, Sutton, Merton and Kingston).

Team structure



Person Specification

Job Title: Trainee Auditor	Grade: Sc5-S01
Section: Internal Audit	Directorate: Finance
Responsible to: Audit Manager / Principal Auditor	Responsible for: n/a
Post Number/s:	Last Review Date: Sept 2025

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
You will demonstrate an understanding of the role of internal audit within a Local Government setting.		Y	A/I
A general understanding of the services provided by local government would be beneficial.		Y	A/I
Experience	Essential	Desirable	Assessed
Some experience in audit or related fields, including finance, accounting, risk management, governance, internal controls, data analytics, procurement and project management are welcomed.		Y	A/I

Skills	Essential	Desirable	Assessed
Knowledge of, and ability to use standard IT packages (Microsoft Office and Outlook).	Y		I/T
Attention to detail and strong time-management skills to plan and organise your work to agreed deadlines.	Y		A/I/T
A basic understanding of data analytics and ability to manipulate data.		Y	A/I
Curiosity and a keen attention to detail.	Y		A/I/T
Excellent communication skills, both written and verbal.	Y		A/I/T
Demonstrates initiative and a willingness to learn.	Y		I
Willingness to contribute as part of a team and be able to demonstrate flexibility.	Y		I
Demonstrates integrity and professionalism.	Y		I/T
Qualifications	Essential	Desirable	Assessed
Strong GCSE level, or higher qualifications in English Language and Maths.	Y		A
Interest in professional development – such as pursuing IIA, CIPFA, or ACCA qualifications.		Y	A/I
Degree educated or foundation level qualifications in accounting, finance, risk management, governance and project management are desirable.		Y	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate