**Job Profile**

|  |  |
| --- | --- |
| **Provisional Job Title:**  Trainee Auditor | **Grade**: Sc5-SO1 |
| **Section:**  Internal Audit | **Directorate:**  Resources |
| **Responsible to:**  Principal Auditor | **Responsible for:**  N/a |
| **Post Number/s:** | **Date December 2022** |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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:**

• To work towards obtaining an Institute of Internal Auditors (IIA) qualification

• To undertake establishment and school audits under the direction of either the Principal Auditors or Auditors as appropriate

• To undertake testing as directed by the Audit Managers, Deputy Head of the Shared Service, Principal Auditor and Auditors as part of general audit work.

• Undertake a variety of audit assignments, assisting with assignments across all Council Directorates and a range of service areas in accordance with instructions and under the direction of either the Principal Auditor or Auditors as appropriate.

* To liaise with clients, attend meetings, including scoping meeting and end of audit meetings
* To plan and organise your work to professional and quality standards within agreed time constraints and reporting deadlines.
* To interrogate mainframe and other computer systems to obtain data required for audit investigations

• To utilise modern audit techniques where relevant to analyse and test data

• To liaise with senior management, officers, and other parties where required.

• To provide general administrative support as directed by the Audit Managers and Principal Auditors

• Any other duties, which may be required commensurate with the grading of this post including attending meetings outside of normal working hours

**Additional Responsibilities for Scale 6**

* Uses their audit knowledge and working with the Audit Manager or Principal Auditor to develop an area of specialism
* Presents the findings of their audits to the relevant Service Manager at the end of audit meeting
* Undertakes less complicated audits with minimal supervision
* Can undertake delegated work in accordance with agreed timescales

**Additional Responsibilities for SO1**

* Takes a lead role in projects/audits as directed by the Principal Auditor or Audit Manager
* Assist with the drafting of audit briefs ensuring that they deal with changes in legislation, new audit techniques and new developments, together with changes in practice and systems appertaining to audits undertaken by the service
* Assist with the preparation of clear and concise audit reports using standard audit report template, documenting the outcomes and assurance opinion of each audit review together with practical recommendations
* Has achieved Internal Audit Practitioner level of IIA or equivalent

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To 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.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post

**Additional Information**

It may be necessary, from time to time, for the post-holder to work outside normal office hours at short notice.

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

**Current team structure**

Head of Shared Audit Partnership

Deputy Head of Shared Audit Partnership (Audit)

Audit Team (22.5 Audit Posts

Audit Manager (inc AFC) Partnership

Audit ManagerPartnership

|  |  |
| --- | --- |
| **Provisional Job Title:**  Trainee Auditor | **Grade**: Sc5-SO1 |
| **Section:**  Internal Audit | **Directorate:**  Resources |
| **Responsible to:**  Principal Auditor | **Responsible for:**  N/a |
| **Post Number/s:** | **Date: December 2022** |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** | |
| Understanding of the concept of internal audit and the role in plays in Local Government | **Y** |  | **Y** | |
| Knowledge of local government services |  | **Y** | **Y** | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| Good knowledge of and ability to use standard IT packages (Microsoft Office and Outlook |  | **Y** | **Y** | |
| Ability to manage time in order to deliver a number of tasks within a fixed number of days and by tight deadlines | **Y** |  | **Y** | |
| Ability to collate financial information and analysis data |  | **Y** |  | |
| Ability to communicate effectively both verbally and in writing | **Y** |  | **Y** | |
| Willingness to learn and ability to be flexible | **Y** |  | **Y** | |
| Willingness to contribute as part of a team | **Y** |  | **Y** | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| A willingness to undertake professional qualifications | **Y** |  | **Y** | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**