

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Auditor**Vacancy ID: 008533**

Salary: £29,323.00 - £31,601.00 Annually

Closing Date: 18/03/2018

Benefits & Grade

Grade K

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

27/03/2018

Job Description

The Council has recently established a shared Internal Audit Service with Darlington Borough Council and the Tees Valley Combined Authority. The service is in the process of establishing a system of continuous auditing to increase effectiveness. An opportunity has arisen to join the audit team and have a key role in delivering this forward thinking pro-active audit service to Stockton & Darlington Borough Councils as well as the Tees Valley Combined Authority and be at the forefront of supporting service delivery in each authority in a challenging environment.

The successful applicant will be responsible for a portfolio of work ensuring it is delivered within agreed timescales, working with staff across three authorities. They will lead on the design, implementation and monitoring of the continuous audit programme for their designated areas, working with various stakeholders to understand and define information requirements. As such, substantial experience of working with and analysing complex data is desirable and an ability to identify risks and understand risk exposure is essential.

Applicants should be motivated and have high personal standards of self-discipline, be able to demonstrate a flexible and organised approach to their work and be able to communicate effectively with a range of stakeholders. They will need to be able to work at locations within Stockton and Darlington and will have the opportunity for flexible working arrangements including regular home working.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Andrew Barber, Audit & Risk Manager, on 01642 526176 or Nicola Cooke, Audit Team Leader, on 01642 526179.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Finance and Business Support		Service Area: Internal Audit, Procurement & Governance	
JOB TITLE: Auditor			
GRADE: K			
REPORTING TO: Audit & Risk Manager/Senior Auditor			
1.	JOB SUMMARY: To undertake audits across client organisations and to provide advice and guidance to Service managers. Provide consultancy services to large and small projects in both development and implementation stages to ensure an adequate control environment is embedded within processes and systems.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To assist in providing a full and continual internal audit of the Council's activities in accordance with an agreed plan.	
	2.	Assist in the development and delivery of the audit plan taking the lead on a portfolio of work applying risk management techniques to prioritise work.	
	3.	To undertake reviews, develop and provide advice on the operation of all of the systems included in Internal Audit's remit in the most efficient and cost effective manner as possible.	
	4.	To undertake regular monitoring of the systems in place and develop testing strategies to provide an appropriate level of assurance across all system working with service managers as required.	
	5.	Prepare both routine & complex reports to an agreed standard and discuss the contents of reports in an appropriate forum as required.	
	6.	Deputise for the Senior Auditor(s) as required.	
	7.	Undertake such personal development as deemed necessary to fulfil the roles and responsibilities of the post, assisting others as required.	
	8.	Provide advice and guidance and support to service managers in relation to supporting projects and assisting with investigations as required.	
	9.	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.	

PERSON SPECIFICATION

Job Title/Grade	Auditor	K	
Directorate / Service Area	Finance and Business Support	Internal Audit Procurement & Governance	
Post Ref:	33980		
	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none">Educated to degree level or equivalent in a directly relevant subject area and Membership of a relevant professional body or the equivalent level of knowledge gained from demonstrable directly relevant work related experience	Management Qualification	Application form
Experience	<ul style="list-style-type: none">Local Government Audit/FinanceDevelopment of Testing schedules and setting up audit workProject workInvestigationsUndertaking analytical review to establish testing requirements	Supervision of staff	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none">Time Management/Working to DeadlinesKnowledge of the PSIASUse of ICT specifically CAAT'sHigh Level Communication SkillsDeveloping working relationships with clients		

	<ul style="list-style-type: none"> • A detailed understanding of legislation relevant to local government e.g. data protection as well as a detailed understanding of relevant legislation relating to the audit work being undertaken. • An understanding of how legislation is applied. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Think widely and solve problems logically • Assertive and has an ability to say no whilst maintaining a good rapport 		Application / Interview

Person Specification dated

December 2016

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.