



# South Tyneside Council

## BUSINESS AND RESOURCES

### PERSON SPECIFICATION

**POST TITLE:** Auditor

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>		<ul style="list-style-type: none"> <li>Studying for PIIA or other relevant internal auditing qualification</li> <li>AAT qualified</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Demonstrate a basic understanding of the public services internal audit and regulatory environment applicable to public service organisations</li> <li>Demonstrate a basic understanding of governance, risk management and internal control</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in internal audit</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Work based scenario</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Good report writing skills taking into consideration scope and objectives of audit</li> <li>Well organised and able to meet internal deadlines</li> <li>Audits delivered within budget or potential overages are justified and notified well in advance, where time is short, focus is given to critical tasks and key controls</li> <li>Able to communicate well both face to face and over the phone, listens well and actively</li> </ul>	<ul style="list-style-type: none"> <li>Develops and applies knowledge which is technical in nature and specific to own function or area of specialisation</li> <li>Maintains and updates technical knowledge on a regular basis</li> <li>Uses technical knowledge to suggest strategies or approaches to client issues</li> <li>Able to competently operate the functions of MK, applicable to the role of an Audit Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Takes personal responsibility and accountability for own work</li> <li>Proactive and challenging in their approach</li> <li>Able to manage multiple priorities</li> </ul>	<ul style="list-style-type: none"> <li>Confidence and ability to deal with Senior Managers and Head Teachers on a one to one basis</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Helpful with customers and provides support to colleagues where required</li> <li>• Leads by example and seeks to improve own performance</li> <li>• Manages time, plans and organises work tasks, monitors progress and meets deadlines</li> <li>• Able to sustain a high level of drive, showing enthusiasm and a positive attitude when coping with pressure at work</li> <li>• Professional in approach and attitude to work</li> <li>• Flexible approach to work</li> <li>• Committed to the principles of Equality and Diversity</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Willing to work outside of normal office hours, as required</li> <li>• Baseline security clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Full current driving licence or access to a means of mobility support</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Basic check</li> </ul>