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| **Job Description** |
| **Post title** | Graduate Trainee ICT Auditor – pre progression |
| **JE Reference No** | N11446 |
| **Grade** | Career Progression - Grade 7 |
| **Service** | Resources |
| **Service Area** | Internal Audit and Corporate Fraud |
| **Reporting to** | The post holder will be accountable to the Principal Auditor IT Specialist and/or Audit Manager  |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to a Basic disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To support the Principal Auditor IT Specialist in the delivery of IT assurance audits and provide advice and consultancy service support on IT related risks, governance and control issues for a number of clients.

The postholder will be required to undertake training and development as part of the career progression graduate role and to successfully complete the CISA qualification

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To undertake a specialist IT Audit qualification, e.g. CISA, on acceptance of the post
* To contribute/support on the delivery of individual IT audits in accordance with agreed risk assessments and testing strategies as agreed by the Principal IT Auditor
* To assist the IT Principal on more complex/technical audits to build up IT Audit skills, knowledge and experience
* To deliver an agreed programme of on-the-job training to enhance IT skills, knowledge and experience
* To contribute/support on the maintenance of the Internal Audit Management Information Systems and production of performance management data
* To contribute/support on the delivery of other types of audits as directed by the Principal IT Auditor/Audit Manager to deliver agreed annual audit plans
* To ensure that internal audit services are delivered in accordance with professional standards, approved internal processes and procedures and that service performance targets achieved
* To keep abreast of IT initiatives and how these impact on corporate risks and service specific risks.
* To keep abreast of any new initiatives or developments in IT Audit best practice.
* To provide advice to clients regarding IT risks and controls
* To deputise for the Principal IT Auditor.
* To apply a risk-based approach to audit planning and delivery.
* To prepare present reports for senior managers. This will require exchanging complicated and/or sensitive information orally and in writing to a range of audiences including Corporate Directors, Heads of Services, other senior officers and external clients/partners.
* To assist on forensic investigations and projects
* To represent the Internal Audit Service on new developments and initiatives involving IT risks and controls.

The above is not exhaustive and the post holder will be expected to undertake any duties which may

reasonably fall within the level of responsibility and the competence of the post as directed by the

Principal IT Auditor/Audit Manager

**Salary and Bars**

The Graduate ICT Trainee Auditor post is a grade 7 post which equates to spinal column points 15 to 22. Upon successful completion of the specialist IT Audit qualification and subject to the criteria below the postholder will progress into the post of Graduate ICT Audit Assistant Grade 9 (separate job description refers). Job evaluation has been undertaken for the two different grades. The bars are as follows:

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| Grade 7 (scp 15 to 22) | Educated to relevant degree level (BA or BSc Honours) Ability and commitment to achieve the CISA qualification |
| Grade 9 (scp 24 to 28) | CISA Qualified,current membership of ISACA (Information Systems Audit and Control Association) and evidence of contiuous professional development.Substantial relevant IT Audit experience and substantial experience of using Microsoft Office applications, including Excel |

Progression is based upon an objective measurement of evaluation criteria as each level is

reached through a progression interview undertaken by a progression panel which consists of two members of the Internal Audit and Corporate Fraud Service Management Team. Each employee will be expected to be undertaking the actual work and demonstrating competency commensurate with their career grade rather than just having the training or skills to allow them to potentially undertake such work. The panel will consider each employee’s suitability to progress based upon a number of measures including but not exclusive to:

* Behaves as a professional and is committed to their own development
* Delivery of strong personal levels of performance, relevant to service PI’s, in their existing duties
* Applies relevant knowledge in practice
* Demonstrates the ability to reflect on best practice
* Builds reflective relationships with internal and external partners

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Relevant degree (BA or BSc Honours)
* Ability and commitment to achieve the CISA qualification
 | * AAT, IIA, CCAB Membership
* A relevant IT qualification and / or IIA certificate or Qualified AAT
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| Experience | * Experience of using Microsoft Office applications, including Excel
 | * Experience of working in the Public Sector
* Experience of working in an Internal Audit environment
* Experience of working with computerised Internal Audit software
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| Skills & Knowledge | * Demonstrates high standards of behaviour
* Ability to build professional relationships with Managers and clients
* Understanding of the role of Internal Audit
* Customer focused approach
* Communicate effectively verbally and in writing, (including the ability relay complex or sensitive information to managers).
* Work under pressure to tight deadlines
* Experience of IT systems including for example Microsoft Office (Word, Excel, Teams).
* Ability to be an effective team member
* Ability to plan and organise own work
* Ability to make decisions
* Ability to problem solve
* Good numeric skills
* Ability to work under pressure and to tight deadlines
 | * Knowledge of public sector internal audit standards accounting principles and procedures
* Demonstrates an understanding of key issues facing the Council
* Demonstrates an understanding of best audit practice
* Knowledge of Computer Assisted Auditing Techniques (CAAT).
* Financial and operational system experience
* Negotiation skills
* Team building skills
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| Personal Qualities | * Effective team player
* Open to change and service improvement
* Ability to build positive working relationships with colleagues
* Flexible and adaptable approach to work
* Enthusiastic and self motivated
* Committed to work outside of normal office hours when necessary
* Committed to participating in the council’s mentoring scheme as a mentee
* Displays professionalism and use of own initiative
* Maintain professional standards of ethics including confidentiality of sensitive or personal information
* Undertakes relevant continuing professional development to ensure competencies are kept up to date
* Displays sensitivity, tact, discretion, and diplomacy
* Customer focus approach
* Willingness to work flexibly in line with the requirements of the post.
* Understands, adhere to, and promotes the Council’s equality and diversity polices
 | * Resilient
* Pro-active approach to Continued Professional Development
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