

Person Specification (Auditor)

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- The postholder must hold one of the following qualifications:
 - Association of Accounting Technicians Professional Diploma, or in the process of acquiring this qualification.
 - Chartered Member of the Institute of Internal Auditors (CMIIA), or in the process of acquiring this qualification.
 - CCAB professional accountancy qualification, or in the process of acquiring one of these qualifications.
- Understanding of the principles and current practices of internal audit
- Good IT skills
- A commitment to equal opportunities in service delivery and employment
- Ability to communicate effectively, orally and in writing, with a diverse range of people.
- Personal motivation, ability to plan and manage time and tasks effectively to meet deadlines.
- Commitment to best practice and continuous professional development

Part B

The following criteria will be further explored at the interview stage:

Essential

- Experience of working in an internal audit team or local government finance setting
- Knowledge of risk management, including fraud risks.
- Understanding of the ways IT can be used to support the internal audit process
- Experience of effective planning and time management to meet deadlines and maintain high personal performance standards.
- Excellent communication skills with people at all levels of the organisation.
- Experience of working in a team and the skills required to maximise the benefits.
- Understanding of the Council's equalities policy and applying this in the workplace.

Desirable

- Knowledge of local government and the current public sector environment

