



**Resources Department**

<b>Post Title</b>	Senior Auditor		
<b>Post Number</b>	BG 13144	<b>Grade</b>	7
<b>Base</b>	Homework / Anvil Court, Abertillery	<b>Hours</b>	37
<b>Car User Allowance</b>	N/A	<b>Disclosure</b>	Enhanced
<b>Contact</b>	Louise Rosser 01495355142	<b>Updated</b>	
<b>Politically restricted</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes *	

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

**Principal Job Purpose**

Responsible to: Audit and Risk Manager

Responsible for: As below

**Principal Accountabilities**

1. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To assist in the completion of the Audit Plan as allocated by the Professional Lead – Internal Audit.
4. To appraise and report on systems of Internal Control for all departments.
5. To lead on audit assignments including planning and scoping audits, facilitating meetings, writing reports and agreeing reports with management.
6. To attend Audit Committee and other Council meetings as and when necessary.

7. To investigate and report on specific instances of suspected fraud and irregularity, to ensure financial probity and to safeguard the assets of the Authority, including surveillance work where required.
8. To represent the Authority and the Internal Audit Section at Audit Groups as required.
9. To provide appropriate advice to Chief Officers, Members and Head Teachers on the interpretation and application of relevant Financial Instructions, Financial Procedure Rules and Contract Procedure Rules.
10. To support the Audit and Risk Manager and Professional Lead – Internal Audit as required.
11. To undertake any relevant duties that may from time to time be required by management.
12. To work in compliance with the Public Sector Internal Audit Standards.

# Person Specification – Non Managerial

## 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
5 GCSE's (or equivalent) at grade C or above including English and Mathematics	Essential	✓			
Completion of Association of Accounting Technician Qualification (or equivalent)	Essential	✓			
Part-Qualification of Professional Accountancy Qualification (CCAB) or Institute of Internal Auditors (IIA)	Essential	✓			
<b>Other experience</b>					
3 years Local Government Financial Experience	Desirable	✓			
3 years experience within an Audit Section	Essential	✓			
<b>Knowledge/Skills</b>					
Excellent Technical Ability	Essential	✓	✓	Written Test	
Knowledge of Local Government Financial Legislation	Essential	✓	✓		
Excellent report writing skills	Essential	✓	✓		
Excellent communication skills	Essential	✓	✓		
Competent in the use of IT – including Microsoft Office package.	Essential	✓	✓		
Experience of IT Audit	Desirable	✓			

## 2. Welsh Language Requirements (please select one of the following)

(please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels below).	Desirable	✓			
Welsh language skills are essential and candidates should either possess the relevant skills or be prepared to learn them when appointed to the post (levels 1-3).	Essential				
Welsh language skills are essential (levels 4 and 5).	Essential				

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

## 3. Special Requirements

Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
A determination to improve service levels and quality standards.	Essential	✓	✓		✓
A high standard of work ethic.	Essential	✓	✓		✓
Confidentiality in all work related areas.	Essential	✓	✓		✓
Possession of a clean driving licence and access to a car.	Essential	✓			

#### 4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance		✓		✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary		✓		✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand		✓		✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation		✓		✓