

JOB TITLE: Trainee Auditor
GRADE: H5-H6
REPORTS TO: Client Audit Manager
TEAM: Shared Internal Audit Service
DEPARTMENT: Resources

Purpose of the Job

The Shared Internal Audit Service (SIAS) provides assurance to key stakeholders on areas of significant risk. The Service works for a number of different clients including County and District Councils. The Trainee Auditor role exists to identify, plan and undertake reviews, providing assurance on effectiveness of risk management, control and governance processes.

The Trainee Auditor post is funded to undertake professional training with the Chartered Institute of Internal Auditors or through the Level 4 and Level 7 Internal Audit Apprenticeship.

Main Areas of Responsibility

- Develop and maintain good working relationships with team members and client staff
- Under supervision, plan and conduct high quality pieces of assurance work using a risk-based approach, which will lead to real and sustained improvement in governance, risk and control arrangements
- Discuss with management at all levels, with appropriate support where required, observations and recommendations arising from your work
- Support the production of clear and concise reports for clients that accurately record issues identified during the audit process and agree cost effective action plans for improvement
- Deliver work on time and to agreed quality standards
- Carry out any other reasonable requests or projects commensurate with the role
- Undertake professional training and to implement the learning from this within day-to-day work and to share this with colleagues.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

Qualifications

- Maths and English GCSE Grade C or above
- Educated to degree level or equivalent, although relevant A Level or NVQ qualifications would be considered for the right candidates
- Post holders will be expected to study towards, and complete, key professional qualifications relevant to the Internal Audit sector.

Knowledge

- Demonstrate an understanding of basic organisational policies and practices, including equal opportunities and HCC values & behaviours.
- Requires knowledge and understanding of relevant field best practice either through previous work experience or gained through on the job learning and some formal training

Skills

- Ensure delivery of a broad range of operational activities in a timely and effective manner, ensuring they are delivered to agreed SLA's and KPI's
- Demonstrate positive approach to the workplace and commitment to learning whilst working flexibly to achieve service and team needs.
- Communicate effectively with people, with a positive approach, at different levels across the organisation using a variety of media.
- Use and update databases, spreadsheets and other relevant systems as required,
- Undertake evaluation of data and present in the appropriate format
- Work on sensitive matters and maintain confidentiality
- Have the ability to listen and respond positively to feedback
- Provide first level advice to managers on confidential and sensitive matters, ensuring consistency and compliance
- Deliver to deadlines and escalate issues as appropriate
- Work accurately and independently on a large volume of activities, with regular supervision, and manage conflicting demands in your own workload
- Develop a broad understanding of local processes relevant to service areas.
- Work with colleagues and external partners, where required, to ensure customers receive a seamless and transparent service
- Support colleagues in the planning, design and delivery of relevant service deliverables and work consistently to agreed standards, so that all activity can be reported and monitored

The supporting statement is your opportunity to showcase in no more than 1,200 words how your values, education, knowledge, experience and skills match our requirements, as detailed in the points above; and to demonstrate your interest in working for the Shared Internal Audit Service by answering the following questions:

- **Why you have applied for the SIAS Trainee Internal Auditor Role and, if successful, what do you hope to achieve in this role over the next three years?**
- **What skills and experience do you possess to meet the person specification of the Trainee Auditor Role?**
- **Please detail your knowledge and awareness of the role of internal audit in Local Government?**
- **What challenges do you think County, District or Borough Councils will face over the next 5 years?**

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).