

## Kent County Council

### Job Description: *Auditor*

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Finance / Internal Audit and Counter Fraud</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Deputy Audit Manager</b>

#### **Purpose of the Job:**

Deliver grant certification reviews to assess whether the terms and conditions of the grant have been met.

Deliver audits in relation to the adequacy and effectiveness of internal controls. Audits assigned will be of low to medium complexity or sensitivity.

Auditors will be required to provide support and advice to managers on the most efficient ways of addressing the issues identified and understanding the root causes.

Support, develop and maintain close working relationships with Council's key stakeholders in particular colleagues and operational managers.

Post holders will be expected to study towards, and complete, professional training with the Chartered Institute of Internal Auditors (CIA) or through the Internal Audit Apprenticeship.

#### **Main Duties and Responsibilities:**

Support and deliver grant certification reviews on direction of the Deputy Audit Manager

Support and deliver internal audits of low to medium complex areas in accordance with the approved Internal Audit Plan or on direction of the Audit Manager or the Head of Internal Audit.

To deliver high quality audit and assurance activities in accordance with recognised professional standards (Public Sector Internal Audit Standards) as directed by the Audit Manager or the Head of Internal Audit. This will involve close liaison with relevant KCC staff and line managers.

These activities will include supporting more senior audit staff in planning and conducting formal audit reviews and taking responsibility for end-to-end delivery of less complex audit assignments.

Develop audit engagement plans and work programmes in consultation with heads of service and supported by more experienced Audit staff or Audit Managers.

Undertake fieldwork in accordance with budget, agreed timescales and quality assurance standards.

Identify and evaluate risks and controls in line with professional standards.

Analyse data as part of the evaluation of audit evidence to be able to provide an audit assurance on the subject matter.

With more experienced Auditors, discuss with management all observations and issues arising from the audit work, to ensure the agreement and implementation of appropriate management action plans.

To produce clear and concise draft reports for clients that accurately record issues identified during the audit process, for review by more experienced Auditors or Audit Manager.

Assist Senior/ Principal Auditors and Audit Management on wider assurance work. This may include consultancy engagements, following up agreed actions and contributing to the production of committee reports.

Respond to queries and support KCC staff and managers to enable them to manage risks effectively.

Support projects in the development of standards, performance and operation of the internal audit section to achieve continuing improvements to the internal audit service.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Auditor*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 3 Diploma (or equivalent)</li> <li>• Post holders will be expected to study towards, and complete, professional training with the Chartered Institute of Internal Auditors (CIA) or through the Internal Audit Apprenticeship.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working effectively with colleagues and persuading others to take a particular course of action.</li> <li>• Experience of meeting multiple deadlines and managing own work.</li> <li>• Experience of interpreting, understanding and complying with complex guidance.</li> <li>• Experience of undertaking audits under supervision</li> <li>• Experience of using Microsoft Office and business/ audit applications.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good numeracy skills, attention to detail and accuracy.</li> <li>• Able to perform tasks professionally and with innovation, and being adaptable, committed and motivated in approach.</li> <li>• Flexible approach to work with excellent prioritisation skills and the ability to meet fixed, non-negotiable deadlines and still maintain high quality standards.</li> <li>• Interpersonal and communication skills, both orally and in writing, including good report-writing skills.</li> <li>• The necessary tact and sensitivity to negotiate / work with KCC Officers, and the ability to persuade others to take an appropriate course of action.</li> <li>• Ability to analyse data and draw reasonable conclusions.</li> <li>• Ability to maintain confidentiality.</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of, or ability to assimilate, the Council's various key systems.</li> <li>• Knowledge of how local government and the wider public sector operate.</li> <li>• Awareness of data protection and confidentiality issues.</li> </ul>

	<ul style="list-style-type: none"> <li>Understanding of the grant certification process, internal audit process and related professional standards.</li> </ul>
<b>Culture</b>	<p>What does it feel like to work at KCC and what culture do we need around us to deliver our values?</p> <ul style="list-style-type: none"> <li>Compassionate and inclusive</li> <li>Working together</li> <li>Externally focused</li> <li>Flexible / agile</li> <li>Empowering</li> <li>Curious</li> </ul>
<b>Kent Values and Cultural Attributes</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>