

Kent County Council

Job Description: Trainee IT Auditor

Directorate:	Strategic & Corporate Services
Unit/Section:	Finance /Internal Audit
Grade:	KR7
Responsible to:	Audit Manager

Purpose of the Job:

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

Auditors may be required to provide support and provide advice to managers on the most efficient ways of addressing the issues identified.

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

Main duties and responsibilities:

- 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 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, best practice and how these impact on corporate risks and service specific risks.
- Analyse data, including highly sensitive and/or confidential, as part of the evaluation of audit evidence to be able to provide an audit assurance on the subject matter.
- 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 provide advice to clients regarding IT risks, controls and address queries and support KCC staff and managers to enable them to manage risks effectively.
- To represent the Internal Audit Service on new developments and initiatives involving IT risks and controls.

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: Trainee IT Auditor

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to relevant degree level (BA or BSc Honours) • To undertake a specialist IT Audit qualification, e.g CISA, on acceptance of the post.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working effectively with colleagues. • Experience of meeting multiple deadlines and managing own work. • Experience of interpreting, understanding and complying with guidance. • Experience of undertaking audits under the direction of senior team members, or other comparable work experience. • Experience of using Microsoft Office, including Excel.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Able to perform tasks professionally and with innovation, and being adaptable in approach. • Flexible approach to work with excellent prioritisation skills and the ability to meet fixed, non-negotiable deadlines and still maintain high quality standards. • Interpersonal and communication skills, both orally and in writing. • The necessary tact and sensitivity to negotiate/work with KCC Officers, and the ability to persuade others to take an appropriate course of action. • Ability to analyse data and draw reasonable conclusions. • Ability to deal effectively with confrontation or disagreement. • Ability to maintain confidentiality. • Commitment to equalities and the promotion of diversity in all aspects of working.
KNOWLEDGE	<ul style="list-style-type: none"> • Numerical and literacy skills and a knowledge of, or ability to assimilate, the Council's various key systems. • Knowledge of how local government and the wider public sector operate.

	<ul style="list-style-type: none"> • Awareness of data protection and confidentiality issues. • Knowledge of the internal audit processes and related professional standards.
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>