

Kent County Council
Job Description: *Trainee Auditor*

Directorate:	Chief Executive's Department
Unit/Section:	Finance /Internal Audit
Grade:	KR7
Responsible to:	Audit Manager

Purpose of the Job:

Support and deliver audits in relation to the adequacy and effectiveness of internal controls. Audits assigned for delivery will be of less complex areas or with support/guidance from more experienced team members. Auditors may be required to provide support and 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:

- Support and deliver internal audits of less complex areas in accordance with the approved Internal Audit Plan or on direction of the Audit Manager or the Head of Internal Audit. This will involve close liaison with relevant KCC staff and line managers.
- For assigned audits, undertake audit planning, including development of draft Engagement Plan and work programmes.
- Undertake fieldwork in accordance with budget, agreed timescales and quality assurance standards.
- 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.
- With more experienced Auditors, attend audit clearance meetings with Heads of Service and/or Directors for audits.
- Produce first draft audit reports for review by more experienced Auditors.
- Address 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: *Trainee 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	Level 3 Diploma (or equivalent)
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.
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. • Awareness of data protection and confidentiality issues. • Knowledge of the internal audit processes and related professional standards.
KENT VALUES AND CULTURAL ATTRIBUTES	<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

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making

(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)