

**Job Title: Audit Assistant**

**Grade: 07**

### **Our Vision**

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

The **Internal Audit Section** provides a range of services to the County Council and external partner organisations with the aim of providing strategic and operational advice on the systems of internal control, securing stewardship, and supporting effective decision making.

The **Internal Audit Service** is the key player in influencing and informing the decision-making process on the control environment of the County Council and its partner organisations to provide a primary source of assurance on strategic and operational objectives to ensure organisational outcomes are achieved.

The **Audit Assistant role** is responsible for delivering specified elements of the Audit Plans by undertaking compliance audits and assisting in the delivery of system based audits within agreed timescales.

This role also assists with counter-fraud and special investigations work.

## **Reporting Relationships**

**Responsible to: Auditor**

### **Key Accountabilities:**

1. Contribute, as a team member, to the delivery of internal audit services compliant with Public Sector Internal Audit standards and Accounts & Audit Regulations, for Staffordshire County Council and other public sector partners.
2. Responsible for ensuring all appropriate information required for an internal audit is identified, collected, correctly recorded and taken into account when undertaking internal audits.
3. Responsible for drawing up reports of findings and recommendations (as assigned), including gaining agreement of head teachers or responsible business managers across the organisation and partners.
4. Collaborate in the detection and monitoring of fraud or other irregularities, including conduct of/ assist with investigation interviews, liaison with police and court attendance as required.
5. Provide Operational Managers with regular, non-complex advice regarding business processes and the organisational control environment to support delivery of business objectives.
6. Undertake a variety of site visits throughout Staffordshire as part of conducting audits.
7. Liaise effectively and maintain proactive working relationships with corporate and external clients. Use these working relationships to actively

promote an anti-fraud, anti-bribery and anti-corruption culture within the Council to aid the prevention and detection of fraud.

8. Ensure adherence to the corporate governance framework as part of Internal Audit work.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

#### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

#### **People Management**

Engaging with People Management policies and processes

#### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

#### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

#### **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

#### **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>AAT qualified or part qualified Institute of Internal Auditors</li> </ul>	A
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Experience of presenting audit issues to different audiences.</li> <li>Practical experience in the areas of finance, internal audit and reporting</li> <li>Experience of using financial information systems and interpreting reports</li> <li>Experience of using non-financial systems and interpretation of reports/results</li> <li>Sound knowledge of the principles of Internal Audit</li> <li>Knowledge of Public Service Internal Audit standards and Accounts &amp; Audit Regulations.</li> <li>Experience of using analytical reviews</li> <li>Understanding of the organisation's culture, including the contribution of Internal Audit to achieving business outcomes</li> </ul>	A/I A/I A/I A/I A/I A/I A/I A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>Ability to use analytical data to draw conclusions and plan action</li> <li>Ability to write clear and concise reports</li> <li>Ability to understand and deal with difficult problems and situations</li> <li>Ability to maintain productive relationships with team and customers</li> <li>Ability to prioritise activity and meet deadlines, in accordance with agreed schedules</li> <li>Ability to work on own initiative.</li> <li>Good interpersonal skills with ability to flex communication style depending on audience</li> </ul>	A/I A/I A/I A/I A/I A/I A/I

This post is designated as a casual/essential car user



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the  
**Talent & Resourcing Team 01785 278300**