

PERSON SPECIFICATION

Job Title: Senior Auditor

JOB REQUIREMENTS

Knowledge

- Good understanding of modern internal audit techniques
- A good understanding of risk management and corporate governance frameworks
- A good understanding of the International Professional Practices Framework of the Institute of Internal Auditors and the Public Sector Internal Auditing Standards of the CIPFA

Skills and Abilities

- Ability to complete internal audit work to a high professional standard and in accordance with the International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors
- Influencing skills with the ability to persuade managers, staff, and partner agencies
- Excellent communication skills, both written and oral
- IT skills, particularly in the use of MS Office and data analytics and audit management or similar software
- Leadership skills, including assessment of staff performance
- Ability to provide peer review to audit colleagues
- Ability to lead and supervise other auditors.
- High level of integrity, judgement, tact, discretion, and initiative

Experience

- A track record of proven experience in a range of different audit reviews
- Demonstrable experience of applying modern internal audit techniques, and handling and analysing data.
- Demonstrable experience of delivering quality audit reports to a deadline
- Experience of working effectively both alone and as part of a team
- Of prioritising work and accommodating change flexibly

Educational

- CIA qualified or meets qualification requirements for entry to the CIA programme:
 - Hold at least a 2:1 degree in any discipline **or**
 - Hold an Internal Audit Practitioner designation achieved within the last three years, **or**
 - Have at least five years internal audit experience
- 2 'A' Level Grades A – C (General Studies not included)
- Minimum Grade 6 GCSE Maths and English Language
- Evidence of continuous professional development and commitment to learning

Work-related Personal Qualities

- Ambitious and keen to progress career
- Energetic and enthusiastic
- Gregarious, effective communicator
- Strong customer focus

Date Reviewed: April 2024