



Person Specification			
Post title	Auditor	Grade / Salary	Grade G to J / £29,777 - £36,648 per annum

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Relevant skills and experience that meets the competencies set out in the job description	CV/I
S2	Understanding of public sector audit requirements	CV/I
S3	Ability to work to deadlines with minimum supervision	CV
S4	Competency in using office-based IT systems such as Microsoft Office etc	CV
S5	Numeracy and analytical skills	CV
S6	Identifying strengths and weaknesses in processes and systems and provide solutions to problems.	CV/I
S7	Ability to supervise when required	CV
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	CV/I
P2	A demonstrable willingness to share information and work with other people	CV/ I
P3	A responsive and proactive approach in managing workload.	CV
Communication		
C1	Ability to communicate information effectively to clients and customers, including: <ul style="list-style-type: none"> Report writing 	CV / E

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	<ul style="list-style-type: none"> Routine correspondence, Oral communication skills 	
Qualifications		
Q1	<p>AAT Qualified (or relevant equivalent) Or IIA / CCAB student or Qualified Graduate</p> <p>Preference will be given to candidates with the above qualifications. In exceptional circumstances, candidates who can instead demonstrate one year of effective performance in a relevant audit role may be considered.</p>	CV / I / C

A = Application form **CV** = Curriculum Vitae **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.**
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- Emotional resilience in working with challenging behaviours.**
- Attitudes to use of authority and maintaining discipline**

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Knowsley Council

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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