PERSON SPECIFICATION

Post: Trainee ICT Auditor Post No.

Department: Corporate Resources Division: Risk and Audit

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| Personal Attributes Required(considerations) | Essential (E)OrDesirable (D) | Method of Assessment(suggested) |
| **QUALIFICATIONS/TRAINING*** Degree Educated.
* Further Education or Vocational Qualification preferably finance related
* Studying for Accounting / Auditing Qualification e.g. AAT
 | EDD | AF/CAF/CAF/C |
| EXPERIENCE* Experience of the work of a Finance Department of a Local

Authority, other public body or large organisation D * Experience in working in a confidential environment
* Internal Audit experience in a local authority
 | DDD | AF/IAF/IAF/I |
| SKILLS/KNOWLEDGE/APTITUDES* Sound numeracy skills.
* Good written and verbal communication skills with ability to produce concise, accurate and timely reports.
* Possess an enquiring mind and ability to work logically and methodically to deadlines.
* Able to produce and maintain accurate records and working papers
* Able to work both individually and as part of a team.
* Able to use and understand a range of computer systems.
* Have some knowledge of Internal Audit principles and ability to apply them.
* Able to personally prioritise work and manage own duties in order to meet deadlines for completion of work allocated.
* Able to communicate effectively with Audit clients and produce concise, accurate and timely written reports.
* Able to be flexible, innovative and responsive to changes and developments in new techniques and approaches to audit
 | EEEEEDDEED | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| SPECIAL REQUIREMENTS* Must travel independently over a wide geographical area
* Have a flexible approach to hours worked and be able to work outside of usual office (flexitime) hours where required
 | EE | AF/I/CAF/I |

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| Prepared by: David Eden | AF | = Application Form |
|  | I | = Interview |
| Date: 31 January 2024 | T | = Test |
|  | P | = Presentation |
|  | C | = Certificate |