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)  Or  Desirable (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 | E  D  D | AF/C  AF/C  AF/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 | D  D  D | AF/I  AF/I  AF/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 | E  E  E  E  E  D  D  E  E  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/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 | E  E | AF/I/C  AF/I |

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