

# PERSON SPECIFICATION

Job Title: **Senior Auditor**

## JOB REQUIREMENTS

### Knowledge

#### Essential

1. Thorough understanding of modern internal audit techniques.
2. A good understanding of risk management and corporate governance frameworks.

#### Desirable

1. Good understanding of control self-assessment techniques.

### Skills and Abilities - Essential

1. 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.
2. Influencing skills with the ability to persuade managers, staff and partner agencies.
3. Good communication skills in order to convince managers of the need to improve their control frameworks.
4. IT skills, particularly in the use of MS Office and preferably in the use of IDEA (Information Data Extraction and Analysis) or similar packages.
5. Ability to provide peer review to audit colleagues.
6. Ability to lead and supervise other auditors.

### Experience - Essential

1. A track record of proven experience in a range of different audit reviews.
2. Demonstrable experience of applying modern internal audit techniques.
3. Experience of working effectively both alone and as part of a team.
4. Demonstrable experience of delivering quality audit reports to a deadline.

### Educational - Essential

1. Part-qualified Internal Auditor (PIIA) preferred; Part qualified CCAB or qualified AAT also considered
2. 2 'A' Levels plus 5 GCSE passes at grade C or higher (or equivalent), including maths and English.
3. Evidence of continuous professional development and commitment to learning.

## EVIDENCE

### Knowledge

1. Application form, interview.
2. Application form, interview.

1. Application form, interview.

### Skills and Abilities

1. Application form, interview.
2. Application form, interview.
3. Application form, interview.
4. Application form, interview.
5. Application form, interview.
6. Application form, interview.

### Experience

1. Application form, interview.
2. Application form, interview.
3. Application form.
4. Application form, Interview.

### Educational

1. Application form and sight of relevant certificates.
2. Application form.
3. Application form, interview

**Work-related Personal Qualities - Essential**

1. Ambitious and keen to progress career.
2. Energetic and enthusiastic.
3. Gregarious, effective communicator.

**Work-related Personal Qualities**

1. Interview.
2. Interview.
3. Interview.

Date Reviewed: June 2016