

PERSON SPECIFICATION

Job Title: **Auditor**

JOB REQUIREMENTS

Knowledge

Essential

1. Good understanding of office processes and procedures.

Desirable

1. Some understanding of modern internal audit techniques.
2. Some understanding of risk management and corporate governance frameworks.

Skills and Abilities

1. Ability to communicate effectively, both verbally and in writing, with all levels of staff including senior management.
2. Influencing skills with the ability to gain agreement to change from other client staff.
3. Good basic PC skills, especially in Microsoft Office products.
4. Ability to work on own after appropriate direction.

Experience

1. Proven experience of recent work in an office environment, preferably in internal audit.
2. Experience of working effectively both alone and as part of a team.
3. Evidence of working with and responding to customers.

Educational

1. 5 GCSE passes at grade C or higher (or equivalent), including maths and English.
2. 2 'A' level passes or equivalent.
3. Bachelors' degree desirable.

Work-related Personal Qualities

1. A team player with a constructive and collaborative attitude.
2. Energetic and enthusiastic.
3. Gregarious, effective communicator.

Date Reviewed: December 2016

EVIDENCE

Knowledge

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

Skills and Abilities

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

Experience

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

Educational

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

Work-related Personal Qualities

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