

Job Description and Person Specification

Assistant Auditor

Job Details	
Grade	GRD5
Service	Internal Audit
Location	City Wide
Job Evaluation Code	S8040S

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
To contribute to the delivery of the Annual Audit Plan under supervision in accordance with professional Internal Audit Standards.

Main Duties & Key Accountabilities
Carrying out audit assignments under supervision as agreed by the Chief Internal Auditor.
Providing quality pieces of audit work that stand up to scrutiny by Auditees.

Delivering work in line with internal targets agreed around report dates and budget days allocation.
Carrying out audit tasks as directed to support the delivery of audits led by other members of the Internal Audit Service
Being responsible for the administration of the Council's process for following up audit recommendations
Gaining appropriate experience in carrying out a range of internal audit work
Undertaking appropriate training and development to achieve the Institute of Internal Auditors practitioner apprentice qualification
Representing Internal Audit at internal meetings and working with others when a joint approach is required to a project.
Taking a positive approach and to develop effective working relationships with customers.

Key Relationships

External:

Internal: All Council employees and managers

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

n/a

Person Specification

Requirements

Knowledge	Able to understand the role of Internal Audit in the public sector. This includes knowledge of professional Internal Audit Standards.
	Able to apply knowledge of risks, controls and their purposes.
Skills And Ability	Able to apply good written and oral communication skills
	Able to apply skills in planning and prioritising own work
	Able to cope with pressure including working to deadlines
	Able to take a proactive and flexible approach
	Able to apply a good level of analytical and investigative skills
	Able to negotiate and influence
	Able to identify solutions
Experience	Experience of obtaining, analysing and interpreting information
	Experience of planning and carrying out project based work
Qualification	Able to demonstrate Degree level of education (or equivalent)