



Coventry City Council

## Job Description

<b>Job Title:</b>	Assistant Auditor	<b>Job Number:</b>	
<b>Services:</b>	Internal Audit	<b>Grade:</b>	G5
<b>Location:</b>	One Friargate		

### Our values:

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.

### Job Purpose:

To contribute to the delivery of the Internal Audit Plan through carrying out audit assignments and supporting other members of the Internal Audit Service to carry out the range of work delivered by the Service, including delivery of the Fraud and Corruption Strategy.

### Main Duties and Responsibilities:

1. With appropriate supervision, to carry out audit assignments as determined by the Chief Internal Auditor.
2. To provide quality pieces of audit work in line with the Public Sector Internal Audit Standards that stand up to scrutiny and review by the Principal Auditor / Chief Internal Auditor and auditees.
3. To deliver work in line with internal targets agreed around report dates and budget days allocation.
4. To carry out audit tasks as directed to support the delivery of audits led by other members of the Internal Audit Service
5. To support the Corporate Fraud and Error Officer to carry out proactive reviews to detect fraud and error, under their supervision.
6. To be responsible for the administration of the Council's process for following up audit recommendations
7. To gain appropriate experience in carrying out a range of internal audit work
8. To undertake appropriate training and development to achieve the Institute of Internal Auditors practitioner apprentice qualification
9. Representing Internal Audit at both internal and external meetings and working with



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management, other staff groups and external agencies when a joint approach is required to a project.

10. To take a proactive and positive approach and to develop effective working relationships with customers to ensure that Internal Audit meets the needs of its users and addresses any concerns raised by them

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<b>Responsible for:</b>	<b>N/a</b>	<b>Responsible to:</b>	<b>Chief Internal Auditor</b>
<b>Date Reviewed:</b>		<b>Updated:</b>	



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## Person Specification

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<b>Services:</b>	Internal Audit	<b>Grade:</b>	G5
<b>Location:</b>	One Friargate		

Area	Description
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<b>Knowledge:</b>	Understanding of the role of Internal Audit in the public sector, including knowledge of the Public Sector Internal Audit Standards.
	Knowledge of local authority services and functions
	Basic knowledge of key business systems and their purposes

<b>Skills and Abilities:</b>	Good written and oral communication skills
	Organisational skills in planning and prioritising own work
	Able to cope with pressure
	Ability to work to deadlines and deliver targets
	Proactive and flexible approach
	Good level of analytical and investigative skills
	Interpret a range of information including technical and financial information
	Negotiating and influencing skills
	Ability to identify solutions

<b>Experience:</b>	Experience of obtaining, analysing and interpreting information
	Experience of producing a range of written communications
	Experience of planning and carrying out project based work
	Experience of working to deadlines
	Knowledge and use of IT systems and packages

<b>Educational:</b>	Degree (or equivalent)
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<b>Special Requirements:</b>	None
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<b>Date Reviewed:</b>		<b>Updated:</b>	
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