

Job Description

Job Title	Auditor
Directorate	Finance & Resources
Service Area	Internal Audit
Grade	Grade 5
Competency Level	Level 1
Salary	£32,046 - £36,581
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	not required
Job Evaluation Ref No	

Job Purpose

To contribute to the effective delivery of the Audit Service in respect of the services and functions for which the team is responsible.

Directly Responsible For:

Not applicable.



Directly Responsible To:

Lead Audit Manager, and Lead Auditors (in the course of audit exercises)

Main Areas of Responsibility:

- Conduct audit exercises, audit related assignments and investigations (both alone and as part of a team) and report accordingly
- Give evidence, as required, to court and disciplinary hearings
- Assist in the development and expansion of new technology, including computer assisted audit techniques
- Develop the City Council's commitment to equal opportunities and promote non- discriminatory practices in all aspects of work undertaken
- Every employee has a responsibility to ensure that their work complies with all statutory requirements, CIPFA Code of Practice for Internal Audit in Local Government in the UK 2006 and with Standing Orders and Financial Regulations of the City Council, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the City Council's safety plan
- This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

- This post does not have any supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is desk based and includes the occasional need to travel to different locations within the City Boundary

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **Level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Three GCSE's at grade 9-4/A*-C including English and maths or equivalent and two A-levels (grade A-C) OR three years relevant work experience [A,I]
- AAT qualified or actively studying and progressing well to qualification, and willing to study towards a qualification in Internal Audit or Finance or Accountancy, either through the Institute of Internal Auditors (IIA), or the Chartered Institute of Public Finance and Accountancy (CIPFA) [A,I]

Experience

Essential

- Financial auditing experience within a local authority environment [A/I]
- Experience of conducting and reporting high quality financial and / or operational audit reviews and investigations within tight deadlines [A/I]
- Experience in collating financial information and analysis of data [A/I]
- Experience of agreeing recommendations and action plans with relevant service managers [A/I]



Skills/Abilities

Essential

- Good written, verbal communication and presentational skills [A/I]
- Ability to conduct systems reviews, and audit investigations [A/I]
- Ability to prepare concise and timely audit reports in prescribed format [A/I]
- Ability to recognise and understand control implications of ITC based systems [A/I]
- Competent user of Microsoft Word and Excel [A/I]

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.
- Candidates should demonstrate an understanding of the contribution they can provide to the achievement of Service objectives