

## **JOB DESCRIPTION**

**SERVICE AREA: Borough Treasurer**

**SERVICE UNIT: Risk Management & Audit**

**POST: Apprentice (Trainee Auditor)**

**DATE: March 2011**

### **POST OBJECTIVES:**

To assist in providing an effective and efficient Internal Audit service to Tameside MBC and the Greater Manchester Pension Fund by undertaking audit reviews, (including Schools, Systems and detailed Risk Based Audits).

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Under the direction of a Principal/Senior Auditor:-
  - Prepare for and conduct specific audits which assess how effectively systems and controls are operating and how well risks are managed.
  - Write clear, concise, accurate and well reasoned reports on the findings of the audit including making recommendations for improvements in internal controls.
  - Present and discuss reports with appropriate staff/managers to identify and agree practical, constructive and necessary audit recommendations, including attendance at School Governor Meetings.
  - Follow up the implementation of recommendations by conducting a Post audit Review.
  - Assist in the analysis of data/information for both proactive and reactive fraud work.
  - Review compliance with the organisation's policies, procedures and schemes of delegation, including Financial Regulations and Procurement Standing Orders.
2. To promote a positive image of the Audit Service through the development of effective working relationships within the team, throughout the Council and with external bodies.
3. To undertake other duties that are commensurate with the nature of the post and its level of responsibility.
4. To undertake the duties of the post in accordance with the Council's Equal Opportunities Policy.
5. To undertake the duties of the post in accordance with Health and Safety Regulations.

## **PERSON SPECIFICATION**

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<u>Personal Requirements of a Successful Postholder</u>	<u>Category</u>
<b>1. Educational Standard/ Qualifications</b>	
5 GCSE (or equivalent) passes at A to C Including English and Maths	E
2 A Levels (or equivalent)	D
<b>2. Formal Training</b>	
Accounting Technician, Diploma in Internal Audit Practice (PIIA)	D
Pursuit of a relevant professional qualification	D
Relevant courses (e.g. computer skills, Continual Improvement, etc.)	D
<b>3. Experience</b>	
Financial procedures and office procedures	D
Auditing, Risk Management and/or Accountancy work	D
Continual Improvement Projects	D
Using computers and computer systems	E
<b>4. Key Skills</b>	
Numerate and literate	E
Good communication skills both verbally and in writing.	E
Use of PC's – Word Processing/Spreadsheets/Databases	E
Able to seek, use and interpret information	E
<b>5. Key Knowledge</b>	
Basic auditing and risk management principles	D
Existence of financial systems, Financial Regulations and Standing Orders	D
Local government finance	D
Continual Improvement theory and practice	D
Structures and processes of a local authority	D
<b>6. Key Aptitudes &amp; Personal Qualities</b>	
Highest standards of honesty and integrity	E
Ability to work in an office environment	E
Ability to work as a member of a team	E
Drive and tenacity to maintain focus, objectivity and sound judgement	E
Flexibility to meet the needs of the service	E
Ability to use own initiative to solve problems	E