



Ipswich Borough Council  
Job Description: **K06**

## **Career Grade Internal Auditor**

### **Main Purpose of Job**

The post is suitable for a person looking to develop a career in Internal Audit in the public sector. The Council will support the postholder through relevant studies with the aim of obtaining suitable professional qualifications. The main purpose of the job is to provide support to the Internal Audit Services team by undertaking a variety of audit assignments and projects under the direction of senior Internal Audit Staff.

### **Main Duties**

1. To assist and undertake the allocated audits of operations and management arrangements across the Council's services as identified in the Annual Audit Plan.
2. To assist and undertake personally in the testing and evaluation of controls in systems to assess whether they are adequate to mitigate risks identified.
3. As a junior auditor acquire and build work experience, learn and develop essential audit skills such as financial analysis and review, teamwork and client/customer relations.
4. As an entry-level employee, the post will work under the direction and supervision of a senior-level auditor. Accordingly, the post will undertake a variety of audit tasks in a supporting role, including liaison with clients/customers, audit partners and the Council's external auditors.
5. Responsible for providing a complete, efficient and effective clerical support service to the Internal Audit team.
6. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

## 8. Person Specification KO6

### CAREER GRADE INTERNAL AUDITOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Knowledge/ Qualifications</b>	Bachelor's degree in any discipline or equivalent. OR Internal Audit Practitioner designation achieved within the last 3 years. OR At least 5 years internal audit experience.	Knowledge of finance and accounting practices.	Application Form
<b>Work related experience, skills and competencies</b>	Experience of working in an office-based environment.  Experience of dealing with a variety of people in a professional or business capacity (e.g., colleagues or customers during work experience projects).  Demonstrates the ability to analyse and interpret data and recommend practical solutions.  Computer literate (experience in using a variety of IT applications/methods, including e-mail, word processing etc.).	Experience in Financial Services or Audit type of employment or work experience.  Knowledge of local government work and organisation.	Application Form and Interview

<p><b>Personal skills</b></p>	<p>Good verbal and written communication skills, with the ability to communicate clearly and professionally with all customers and colleagues.</p> <p>Ability to prioritise and organise workload</p> <p>Able to work as a team member</p>	<p>Demonstrate self awareness and confidence when dealing with Colleagues and customers.....</p>	<p>Application Form and Interview</p>
<p><b>Special working conditions</b></p>	<p>On occasions to be prepared to work outside of normal office hours</p>		<p>Interview</p>