

Job Description

Job title	Auditor (Accounts)
Reports to	Audit Manager
Location	Wales
Pay band	3
Mobile	Yes
Eligible for Travel Allowance	Yes

Job description
Job Purpose
<ul style="list-style-type: none"> To assist the senior auditor in effectively delivering audits in compliance with the Financial Audit Delivery Manual.
Main Duties
<ul style="list-style-type: none"> Planning, executing and reporting financial and other audit work to Audit Wales standards and in a timely manner
Key Results Areas
<ul style="list-style-type: none"> Completing audit tasks, often as part of a larger audit project team, including the planning, organising and completion of assigned audits in line with these agreed procedures. To act as a role model for the values and behaviours of the Audit Wales.

General
Our Values and behaviours
<p>Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.</p>
Confidentiality and Information Security
<p>The post holder must, at all times, be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.</p>
Equality

General

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all mobile staff are subject to security vetting arrangements to CTC (counter terrorist check) security level.

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly, and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Audit Wales Dignity at Work policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Person Specification

Requirement	Essential or Desirable
1. Qualifications	
1.1. CCAB Accountancy Qualification.	Essential
2. Skills and abilities	
2.1 Efficient time management skills particularly able to work across a number of audits at any one time.	Essential
2.2 Very good analytical skills and the ability to demonstrate sound professional judgement.	Essential

Person Specification	
Requirement	Essential or Desirable
2.3 Ability to form and develop relationships with audited body officers.	Essential
2.4 Effective oral and written communication skills	Essential
2.5 Convey information clearly, concisely and accurately	Essential
2.6 Submit well organised documentation for review	Essential
2.7 Evaluate financial systems, identify weaknesses and suggest remedies	Essential
2.8 Develop sound findings and meaningful recommendations which are based on audit evidence	Essential
2.9 Exercise judgement on technical accounting matters and decide the appropriate course of action, subject to Senior Auditor/Audit Manager approval	Essential
2.10 Able to act on own initiative with limited supervision and guidance from Senior Auditor or Audit Manager	Essential
3. Experience	
3.1 Very good understanding of audit & accounting standards and their application to the public sector, including emerging and technical issues.	Essential
3.2 Prepare teammate papers and other documentation for review.	Essential
3.3 Comfortable delivering financial audits from across the Welsh public sector within agreed timescales, budgets and in accordance with the FADM	Essential
3.4 Conduct fieldwork across the full range of account areas	Essential
4. Personal attributes	
4.1 Clear ownership and accountability of their own CPD and development, with up-to-date CPD record.	Essential
4.2 Present a confident and professional image with colleagues and audited body staff	Essential
4.3 Take a planned approach to work and organise self to best effect to overcome work scheduling problems	Essential
4.4 Contribute effectively to more than one team	Essential
5 General	
5.1 Self-aware and a role model for Audit Wales values and behaviours	Essential

5.2	Ability to work flexibly and if necessary outside of normal office hours.	Desirable
5.3	An awareness and a commitment to equality and diversity.	Essential
5.4	An awareness and commitment to the arrangements for health and safety	Essential

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Attend Welsh Medium meetings and discussions and confidently contribute in Welsh
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Understand reports, correspondence and survey responses and take out key messages
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write reports and complex correspondence in Welsh with the assistance of Welsh spelling and grammar check