

## Job Description

<b>Job title</b>	Graduate Trainee
<b>Reports to</b>	Audit Manager
<b>Location</b>	Wales
<b>Pay band</b>	Trainee

<b>Job description</b>
<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>Working as part of a supportive team, you will be involved in the external audit of a range of Welsh public-sector bodies, including local government, NHS bodies and the Welsh Government and its related organisations.</li> <li>You will train to achieve a recognised accountancy qualification Institute of Chartered Accountants in England and Wales (ICAEW).</li> <li>You will also undertake an ILM accredited Leadership and Management qualification, Level 3.</li> </ul>
<b>Main Duties</b>
<ul style="list-style-type: none"> <li>To successfully complete the ICAEW qualification.</li> <li>To successfully complete the ILM qualification</li> <li>To assist in the delivery of financial audit and value for money work at Audited Bodies in compliance with the Wales Audit Office standards.</li> <li>Working as part of a team to complete or assist in the completion of audit tasks in line with agreed procedures.</li> <li>Working as part of a project team who contributes to research and data collection and analysis of data.</li> <li>Any other duties commensurate with role.</li> </ul>
<b>Key Results Areas</b>
<ul style="list-style-type: none"> <li>The supported delivery of audit activities to time, budget and quality.</li> <li>Developing own ability to lead and manage own work requirements</li> <li>Successful completion of ICAEW and ILM qualifications</li> <li>To act as a role model for the values and behaviours of Audit Wales.</li> </ul>

<b>General</b>
<b>Our Values and behaviours</b>
<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>
<b>Confidentiality and Information Security</b>

## General

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 2018, UK GDPR 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.

## Equality

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 staff in qualifying roles 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 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	How Tested (S) used at Shortlisting
<b>1. Qualifications</b>		
1.1 Very good academic achievement at A Level or equivalent qualifications.	Essential	Application form (S)
1.2 Degree Level – minimum of a 2:1 - minimum of a 2:2 where additional qualifications held e.g. Masters	Essential	Application form (S)
1.3 Minimum of 5 GCSEs (Grade A*-C), including Maths (grade B) and English language (Grade C)	Essential	Application form (S)
<b>2. Skills and abilities</b>		
2.1 Has an understanding of the role and function of the public sector in Wales, the challenges it currently faces and the related political environment.	Desirable	Application form (S) Assessment centre
2.2 An understanding of the role of the public-sector auditor in holding to account and promoting improvement in public services.	Desirable	Application form (S) Assessment centre
2.3 Effective time management skills particularly the ability to work across a number of audits at any one time.	Essential	Assessment centre
2.4 Good verbal and written communication skills, conveying information clearly, concisely and accurately.	Essential	Application form (S) Assessment centre
2.5 Good analytical skills and the ability to demonstrate sound professional judgement.	Essential	Assessment centre
2.6 Ability to develop and maintain positive and professional working relationships with audited bodies officers and Audit Wales colleagues alike.	Essential	Application form (S) Assessment centre
2.9 Present a confident and professional image with colleagues and audited bodies.	Essential	Application form (S) Assessment centre
2.10 Excellent attention to detail and accuracy for proof reading correspondence and formatting reports containing high risk, complex or confidential information.	Essential	Application form (S) Assessment centre
2.12 Sound questioning and listening skills to understand views of others.	Essential	Assessment centre
2.13 Able to act on own initiative but knowing when to seek supervision and guidance from colleagues.	Essential	Assessment centre

2.14 An aptitude to generate ideas, advise and influence the shape of national studies, audits and corporate work.	Desirable	Assessment centre
2.15 Has a good level of digital skills, including the use of MS Office software applications, in particular Word and Excel.	Essential	Application form (S) Assessment centre
2.16 Ability to work flexibly and manage own time effectively to ensure work is completed to appropriate standards and timescales as set out by others.	Desirable	Assessment centre
2.17 Works effectively, enthusiastically and engaged as a member of a team.	Essential	Assessment centre
<b>3. Personal attributes</b>		
3.1 An interest in pursuing a finance career in the public sector.	Essential	Application form (S) Assessment centre
3.2 Displays self-awareness and willingness to learn from experience and continually acquire and apply new and relevant knowledge and skills.	Essential	Assessment centre
3.3 Enthusiastic and highly motivated.	Essential	Assessment centre
3.4 Pro-active approach to your work with a willingness to learn.	Essential	Assessment centre
3.5 Flexible and adaptable to changing priorities/challenges.	Desirable	Assessment centre
3.6 Able to act on own initiative but knowing when to seek supervision and guidance from colleagues.	Desirable	Assessment centre
3.7 Able to undertake clear ownership and accountability for own learning	Essential	Assessment centre
<b>4 General</b>		
4.1 Self-aware and a role model for Audit Wales values and behaviours	Essential	Assessment centre
4.2 Ability to work flexibly to get the job done.	Desirable	Application form (S)
4.3 An awareness and a commitment to equality and diversity.	Essential	Assessment centre
4.4 An awareness and commitment to the arrangements for health and safety	Essential	Assessment centre

<b>Welsh Language Skills</b>		
<b>Skill area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Speaking &amp; Listening</b>	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.

<b>Reading</b>	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read Welsh medium news articles, short reports and social media to develop knowledge in a field
<b>Writing</b>	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.