Job Profile

Reference Number	**01294**
Role Title	Trainee Auditor
Grade	Band 7
Directorate	Corporate Resources
Service Area	Internal Audit
Reports to	Internal Audit Manager

Role Purpose

The Trainee will undertake a series of placements across Internal Audit and Finance. Trainee Auditors will be responsible for:

- Supporting the provision of the Internal Audit service.
- Planning and undertaking internal audit assignments under appropriate supervision in accordance with the Global Internal Audit Standards for the UK Public Sector;
- Assisting audit colleagues to undertake their duties;
- Maintaining appropriate relationships with colleagues in other service areas, external agencies and the community.

Ensuring that the study requirements of the designated college and the examining body are met.

Duties, Responsibilities and Accountabilities

Duties will depend on the current placement the Trainee is undertaking.

Main Duties – Internal Audit Placement:

1 Undertaking specific assignments of the annual audit plan in order to strengthen and improve financial control, risk and governance arrangements across the Council.

2 Undertaking specific assignments of the annual audit plan in accordance with the Internal Audit Manual and the Global Internal Auditing Standards for the UK Public Sector.

3 Communicate the results of internal audit assignments to audit clients in accordance in an informed, confident, polite and understanding manner.

4 Working with senior staff to produce audit programmes, undertake audit testing and produce draft and final reports.

5 Maintaining adequate working papers and producing a written internal audit report including an agreed action plan.

6 Conducting assignments efficiently and effectively within deadlines set by senior staff in accordance with agreed priorities and performance targets.

7 Discussing audit findings and recommendations with auditees and senior managers, agreeing their implementation and undertaking follow-up audits as required.

8 Completion and maintenance of all records and systems required to support the Internal Audit function.

9 Supporting the identification, assessment and documentation of risk.

10 Assist in the continuous improvement of the Internal Audit service delivery.

Service focused responsibilities:

1 The Trainee will mainly work in Internal Audit and there will also be opportunity to do placements in Management Accounting or Corporate & Strategic Finance alongside Strategic Finance Managers and Finance Managers for specific services.

2 Progression through the bands will be dependent upon the postholder being competent in undertaking duties to a higher level of complexity and a lesser degree of direction and supervision. This will be assessed through the Council's performance management scheme and success in their professional examinations.

3 At more senior bands, the Trainee will be competent in a wide range of duties and able to plan their own work. They will be able to use their knowledge to identify solutions to problems that arise in their work.

4 The Trainee will complete all programmes of work to deadline, or ahead of deadline, and to the highest level of quality.

5 Further progression will need to include experience of presentation, interpersonal and communication skills with a wide range of audiences and in an advisory environment.

Dimensions of role

- No staff management
- Trainee development role including gathering experience to meet qualification needs

Structure Chart (showing direct reports)

Not applicable – no staff management

Knowledge / Skills / Experience required

Qualifications:

- Degree - Graduate or relevant knowledge and experience at entry level, or
- AAT or equivalent – entry level accountancy qualification, or
- IIA – progression towards Certified Institute of Internal Audit or Chartered Institute of Internal Audit qualifications, or
- CIPFA Professional Certificate - Progression to higher levels of Level 3, or
- CIPFA Professional Diploma - For progression to Level 4

Experience:

As the trainee progresses through examinations and the workplace development programme the requirements will mirror those of a Senior Auditor or Finance Officer.

Some experience of supporting a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources.

Some experience of successfully contributing to supporting development of internal control, risk management or governance for large or multi-disciplinary organisations.

Some experience of working with public, commercial or 3rd sector organisations with an interest in systems improvement, data analytics, risk management or performance improvement activities.

Skills and Knowledge:

- Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services
- Basic understanding of systems of governance in local government including the Local Code of Corporate Governance in the UK
- Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs
- Ability to form sound, evidence-based judgements, find solutions to complex issues and problems, assessing risks and taking responsibility
- High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies
- Ability to inspire, guide, motivate and develop people, to achieve high performance
- Ability to listen to and influence others, presenting information and arguments convincingly
- IT literate and able to manage information systems as necessary

Key benchmarked competencies, traits and motives required to successfully deliver the role. These will support recruitment, succession planning, development and performance management		Essential
Health and Safety	Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work	
IT Packages	Uses a range of complex IT packages relating to area of work	

Service Improvement	Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	Y
Continued professional Improvement	Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	Y
Communication	Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	
Numeracy & Literacy	Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	Y
Relevant Professional Qualification	See above	Y
Carries out performance management	Covers the employees' capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making	Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work.	
Undertakes Structured Problem-Solving Activity	Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	Y
Operates with Dignity and Respect	Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	Y
Practices Appropriate Leadership	Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.	
Operates with Strategic Awareness	Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.	

Delivering Successful Performance	Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.	
Applying Project and Programme Management	Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning	
Developing High Performing People and Teams	Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.	

Applicants with disabilities are only required to meet the essential key benchmarked competencies (clearly marked)

Completed by:	Sarah Johnson/Gary Devlin	**Date:**	03/08/2026
Quality checked:		**Date:**	