

AUDIT ASSISTANT				Purpose			
Reference No.	I359.01	Type	Individual	To assist in the effective delivery of internal audit and counter fraud work provided by Audit Services			
Service	Audit & Risk Management						
Job Family	Para Professional	Grade	FC5				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
To participate in internal audit and counter fraud work under the direction of the Auditor and/or Audit Team Leader, and supervision of an Audit Technician where appropriate.				Previous office experience		✓	
To contribute positively to the establishment and maintenance of effective relationships and communications with our customers.				Experience of information security and maintaining confidentiality		✓	
To liaise with all levels of management on the conduct of internal audit and counter fraud work to conclusion as directed by the Auditor and/or Audit Team Leader, and supervision of a technician, where appropriate.				Previous experience / knowledge of: audit, internal audit, accounting, and/or the public sector			✓
To carry out all work in accordance with agreed standards, guidance and procedures.				Experience of dealing with more senior colleagues			✓
To contribute to internal meetings including Divisional meetings and monitoring meetings				HNC in Accounting or equivalent		✓	
To provide administrative support to the Division as required.				Team member attitude		✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
To carry out such other duties as may be allocated from time to time by the Audit Team Leader or Audit and Risk Services Manager.	Ability to work on own initiative	✓	
	Organisational skills	✓	
	Ability to work to tight timescales, multi-task and meet agreed deadlines	✓	
	Keyboard skills and working knowledge of word processing and spreadsheets	✓	
	Communication skills and numerate	✓	
	Audit report writing or equivalent		✓
	Experience/knowledge of different audit areas/types; eg Systems based audits, Risk based auditing, Value for money/Best value audits, Computer audit, Contract audit, Control self-assessment, Corporate governance, Programme/Project management audits and Investigations		✓
	Ability to understand and interpret the Council's structure, policies and applicable legislation		✓
	Working knowledge of Fife Council systems		✓
	Able to foster good relationships with others	✓	
	Good personal presentation	✓	
	Ability to provide a regular and effective service	✓	

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title of Specialist tasks

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results

To be completed by Human Resources, Finance and Corporate Services			
Date created		Line Manager	
Date agreed		Job Analyst	
Date logged on iTrent		JE Ref No	