

<b>JOB TITLE: Audit Technician</b>				<b>Purpose</b>			
Reference No.	A4259	Type	Individual	To assist in the effective delivery of Internal Audit provided by Audit Services			
Service	Finance and Corporate Services						
Job Family	Para Professional	Grade	FC7				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
<p>Participating in internal audits under the direction of the Auditor and/or Audit Team Leader.</p> <p>Planning and carrying out audit reviews and testing, including drafting terms of reference, audit programmes and audit reports for agreement of/review by your Auditor and/or Team Leader.</p> <p>Assisting in the provision of assurance on policies, programmes and projects across the Council, IJB and Pension Fund.</p> <p>To carry out all work in accordance with agreed standards, guidance and procedures.</p>				<p>Educated to SCQF Level 7, which includes HNC or SVQ Level 3, in Accounting or equivalent with post qualifying internal audit experience.</p> <p>Educated to SCQF Level 8, which includes HND or SVQ Level 4, in Accounting or equivalent.</p> <p>Good internal auditing experience/knowledge.</p> <p>Report writing skills and experience.</p> <p>Communication skills and numerate.</p> <p>Keyboard skills and working knowledge of word processing and spreadsheets.</p> <p>Organisational skills and the ability to work on own initiative, managing conflicting demands, and within tight</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

## Role Profile

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	<p>timescales. (Take Ownership -See 'How We Work Matters' Framework)</p> <p>Experience of audit assignment planning, audit programme design and drafting audit reports. (Deliver Results)</p> <p>Understanding of the Council's structure, policies and applicable legislation.</p> <p>Working knowledge of Fife Council systems.</p> <p>Previous experience in IT auditing and/or programmes/projects auditing/assurance. (Embrace Technology and Information)</p> <p>Studying for an appropriate professional qualification, eg IIA, recognised IT audit qualification.</p> <p>Experience/knowledge of different audit areas/types; eg Systems based audits, Risk based auditing, Value for money/Best value audits, Contract audit, Control self-assessment, Corporate governance, Programme/Project management audits and Investigations.</p>		<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p>Liaise with all levels of management on the conduct of internal audit to conclusion as directed by the Auditor and/or Audit Team Leader.</p> <p>To contribute positively to the establishment and maintenance of effective relationships and communications with our customers.</p> <p>To contribute to internal meetings including Divisional meetings and monitoring meetings</p>	<p>Experience of dealing with more senior colleagues.</p> <p>Able to foster good relationships with others. (Focus on Customers)</p> <p>Experience of information security and maintaining confidentiality.</p> <p>Presentation and/or facilitation skills</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>

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To supervise more junior staff as appropriate and assist in developing their technical expertise and specialist knowledge.	Team member attitude (Work Together) Evidence of a positive performance culture and of motivating and coaching junior staff. Experience of staff supervision	✓	✓  ✓
To provide administrative support to the Division as required.	Ability to provide a regular and effective service	✓	
To carry out such other duties as may be allocated from time to time by the Team Leader or Service Manager, Audit and Risk Management.			

**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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**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

## 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

<b>To be completed by Human Resources, Finance and Corporate Services</b>			
Date created	15/08/2019	Line Manager	Carolyn Ward
Date agreed	15/08/219	Job Analyst	Lee-Anne French
Date logged on iTrent		JE Ref No	