

Job Outline

Post: Graduate Trainee Auditor

Location: Suitable for hybrid working. Office base is Headquarters, Inverness

Hours: 35 per week

Duration: Permanent

Cluster: Corporate

Grade: HC04 – HC08 (grade progression is dependent on achievement of agreed qualifications and performance)

Contact Name: Jason Thurlbeck

Contact email: Jason.thurlbeck@highland.gov.uk

Responsible to: Senior Auditor

Job Purpose

To assist in undertaking internal audit reviews across all Highland Council Services with a view to gaining sufficient work-based experience to successfully complete the Chartered Institute of Internal Auditors' examinations and obtain the CMIIA designation.

Job Description – Key Duties and Responsibilities

To assist in undertaking audit assignments to the required standard prescribed in the Internal Audit Manual and within the allocated timescale. The audit approach will involve:

1. Considering the system under review including establishing, documenting, evaluating and testing the system's objectives, risks and controls
2. Interviewing and attending meetings with relevant officers to obtain any necessary information as part of the audit process, and to discuss audit findings
3. Using appropriate IT software, including Microsoft Word, Excel, SharePoint and Teams
4. Audits will be completed using template working papers designed to conform with the GIAS requirements and should be undertaken in accordance with the relevant instructions set out in the Internal Audit Manual.

5. Preparing draft reports of audit findings and recommendations. Note it is expected that this task will be undertaken under supervision until grade HC07 has been achieved.

Other Duties

The postholder may be required to undertake any other duties appropriate to the level of the post.

Duties and responsibilities will vary from time to time.

Person Specification

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

- Relevant Degree or Qualification plus minimum of National 5 Grade C or GCSE Grade 4/C (or equivalent) in both Maths and English
- Strong and effective written and verbal communication skills
- Accuracy and attention to detail
- Disciplined and organised
- Sound analytical skills for the gathering, interpreting and evaluating of data
- Ability to work both as part of a team and independently using own initiative
- Experience of using Microsoft 365 systems
- Willingness to travel, and on occasions, stay away overnight

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

