

Job Description

Job title	Senior Auditor
Reports to	Audit Lead or Manager
Location	Wales
Payband	4

Job description
Job Purpose
<ul style="list-style-type: none"> To develop and contribute to a range of local and national performance audit work in accordance with WAO quality standards and processes. Usually accountable to the Performance Audit Lead or Manager.
Main Duties
<ul style="list-style-type: none"> Work programme will include: <ul style="list-style-type: none"> working closely with managers and performance audit leads to agree scope and focus of the work; setting up and undertaking the required fieldwork; supporting and facilitating effective IA/DC meetings internally and externally; preparing records of evidence, draft reports and other outputs that convey the findings from our work; presenting the findings to audited bodies; and keeping SharePoint sites up to date.
Key Results Areas
<ul style="list-style-type: none"> Work must comply with Audit Wales operational requirements and be delivered to agreed standards, within agreed timescales and budgets while ensuring that the delivery reflects the values and behaviours of the Audit Wales. Typical roles include project team member who contributes substantially to the project scoping, researching and data collection, developing project methodologies, delivering fieldwork, analysis of data, and report writing. A key requirement is making recommendations for improvements and change to the appropriate audience. May take a lead role on smaller projects or discrete parts of large projects. Required to undertake complex technical tasks of work requiring specialist technical knowledge of audit methodologies and of particular subjects; frequently involving the provision of authoritative advice to others. To act as a role model for the values and behaviours of Audit Wales

General
Our Values and behaviours
<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</p>

General

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.

Confidentiality and Information Security

The post holder must always be aware of the importance of maintaining confidentiality and security of information gained during 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 1998 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 of 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 mobile staff 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
1. Qualifications	
1.1 Educated to degree level or equivalent relevant experience	Essential
1.2 Post graduate or professional qualification in a relevant discipline is highly desirable	Desirable
1.3 Candidates who are CCAB qualified will also undertake financial audit work as part of the role.	Desirable
2. Skills and abilities	
2.1 Possess and apply specific technical, statutory and specialist knowledge and skills required to achieve goals.	Essential
2.2 Effective drafting skills.	Essential
2.3 Practical knowledge of audit methodologies that can be used to evaluate service performance. Well-developed analytical and numerical skills and the ability to use a range of audit research methods to research and analyse complex problems.	Essential
2.4 Good audit research skills enabling the job holder to identify and gather sufficient, relevant and reliable audit evidence.	Essential
2.5 Sound judgement and critical thinking skills to ensure that outputs are evidence based and address the key issues.	Essential
2.6 May be highly competent in the use of MS Word, Excel, SPSS (or other software for statistical analysis), SNAP (or other survey development software), and PowerPoint.	Essential
2.7 Demonstrate good level written skills, including use of plain English and IADC, to produce clear, accessible and succinct reports (or contribution to other's reports).	Essential
2.8 Use good level of questioning and listening skills to understand views that other people have on an issue. Excellent verbal communication skills for use in meetings of all sizes, interviews, presentations and focus groups. Tactful yet firm persuasive and influencing skills. Good analytical skills – ability to draw sound judgements.	Essential
3. Experience	
3.1 Well-developed understanding of the Welsh public sector and the related political environment.	Desirable
3.2 Good understanding of the policy, performance management and external regulatory frameworks that relate to the organisations audited/inspected by the Audit Wales.	Desirable
3.3 Good knowledge of the principles and application of Issue Analysis / Drawing Conclusions.	Desirable
3.4 Experience of working in, or with, public sector bodies, ideally within Wales.	Essential
3.5 Can use a varied range of audit techniques. Experienced in the effective use of IADC and good report writing skills.	Desirable

4. Personal attributes	
4.1 Ability to develop and maintain positive and professional working relationships with people at all levels of audited and inspected bodies and within the Audit Wales	Essential
4.2 Sufficient pace of work, coupled with effective personal organisational/project planning skills, to ensure each piece of work is completed appropriate standards and timescales set out by others.	Essential
4.3 Juggle effectively competing demands on one's time	Essential
4.4 Work productively with colleagues across the Audit Wales to ensure a coordinated, efficient and effective service delivery to clients and stakeholders.	Essential
4.5 Ability to work alone and as a key member of a group of highly skilled staff.	Essential
4.6 Works according to agreed Audit Wales processes, such as IADC.	Essential
4.7 Is responsible for prioritising own work load within the context of project requirements.	Essential
4.8 When delivering audits developed by colleagues, the job holder adapts delivery approaches to audited body circumstances and sensitivities. This will involve making decisions about the extent of fieldwork to be undertaken to answer audit questions, the reliability of evidence, issues to follow up and conclusions to draw in records of evidence.	Essential
4.9 Required to analyse evidence, define issues, identify problems and propose and agree solutions with the Manager and Performance Audit Lead and with audited bodies, drawing on shared learning for other projects.	Essential
4.10 Generate ideas, advise and influence the shape of performance audit projects and corporate work.	Essential
4.11 Alert to opportunities for innovation and responds positively to change in policy and practices.	Essential
4.12 Willingness to continually acquire new and relevant technical skills. Remain flexible, engaged and willing to accept new challenges.	Essential
5. General	
5.1 Self-aware and a role model for Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Essential
5.3 Positively support equality of opportunity and equity of treatment to colleagues, clients and partner organisations.	Essential
5.4 Help maintain a safe and healthy work environment by demonstrating safe working practices.	Essential

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	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.
Reading	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
Writing	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.