

Job Description

Job title	Audit Technician
Reports to	Audit Manager
Location	Cardiff
Pay Band	2

Job description

Job Purpose

- Working as part of a supportive team, you will be involved in the external audit of a range of Welsh public sector bodies, including local government, NHS bodies and the Welsh Government and its related organisations.

Main Duties

- To assist the audit team in effectively delivering audits in compliance with the Financial Audit Delivery Manual.
- Completing audit tasks as part of a larger audit project team, following instruction of the senior auditor or financial audit lead.
- Planning, executing, and reporting financial and other audit work in a timely manner to WAO standards and within budget.
- Any other tasks required from time to time, commensurate with the grade of the role.

Key Results Areas

- Completing audit tasks, often as part of a larger audit project team, including the planning, organising and completion of assigned audits in line with these agreed procedures.
- To act as a role model for the values and behaviours of the Audit Wales.

General

Our Values and behaviours

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 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 at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of 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

General

the Data Protection Act 2018, UK GDPR, 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 qualifying 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 the 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 AAT level 4 qualified	Essential
1.2 Three A Levels or equivalent qualifications	Essential
2 Skills and abilities	
2.1 A good understanding of the Welsh public sector and the related political environment.	Essential
2.2 A good understanding of audit and accounting standards and their application to the Welsh public sector.	Essential
2.3 Able to exercise good judgement on technical accounting matters and deciding the appropriate course of action, subject to Senior Auditor/Financial Audit Lead/Audit Manager approval.	Essential
2.4 Good numerical skills.	Essential
2.5 Good analytical skills.	Essential
2.6 Good verbal and written skills. Be able to communicate work undertaken, including analysis, results, and judgements, clearly and concisely with good attention to detail and accuracy.	Essential
2.7 Submit well organised files and documentation for review	Essential
2.8 Good questioning and listening skills.	Essential
2.9 Ability to develop and maintain positive and professional working relationships both with colleagues and clients	Essential
2.10 Ability to work alone and as a member of a team	Essential
2.11 Ability to work flexibly and manage own time effectively to work across several audits at any one time and ensure work is completed to appropriate standards and timescales as set out by others.	Essential
2.12 Take a planned approach to work and organise self to best effect to overcome work scheduling problems.	Essential
2.13 Proficient in the use of MS Office software applications, in particular Word and Excel.	Essential
2.14 Ability to attend office and site locations as required by the role	Essential
3 Experience	
3.1 Previous experience of working in audit or accountancy.	Essential
3.2 Experience of working in, or with, public sector bodies	Desirable
3.3 Experience of juggling competing demands on individual time.	Essential
4 Personal attributes	
4.1 Clear ownership and accountability of own learning and development.	Essential

4.2 Sufficient pace of work, coupled with effective personal organisational skills, to ensure each piece of work is completed to appropriate standards and timescales as set out by others.	Essential
4.3 Keep abreast of issues relating to their work area.	Essential
4.4 Enthusiastic and highly motivated.	Essential
4.5 Flexible and adaptable to changing priorities / challenges	Essential
4 General	
5.1 Self-aware and a role model for the Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and if necessary, outside of normal office hours.	Essential
5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 An awareness and commitment to the arrangements for health and safety	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.