

## Job Description

<b>Job title</b>	Senior Auditor (Accounts)
<b>Reports to</b>	Audit Manager
<b>Location</b>	Wales
<b>Pay band</b>	4

<b>Job description</b>
<b>Job Purpose</b>
<p>To support the delivery of audits across the Accounts Audit Practice by:</p> <ul style="list-style-type: none"> <li>• providing support to Audit Leads (Accounts) on the day-to-day delivery of larger, more complex and higher risk audits; and</li> <li>• leading the day-to-day delivery of audits for small to medium sized, less complex Audited Bodies.</li> </ul>
<b>Main Duties</b>
<p>To deliver the following mixed portfolio of work:</p> <ul style="list-style-type: none"> <li>• Mainly supporting the Audit Lead (Accounts) in the delivery of large, complex and/or high-risk audits across the Welsh public sector within agreed timescales, budgets and in accordance with the Financial Audit Delivery Manual (FADM) and ISAs. As directed by the Audit Lead, this may involve supporting the oversight and review of work undertaken by other auditors within an audit team.</li> <li>• As directed by the Audit Lead, you may also be required to carry out the audit of account areas, which may include complex and high-risk account areas.</li> <li>• You will also be expected to lead and deliver small to medium sized, less complex financial audits, working directly to the Audit Manager, and within agreed timescales, budgets and in accordance with the FADM and ISAs.</li> <li>• For audits that you lead, you will be expected to set project-based objectives for, and provide feedback to, the staff working to you; ensuring that they are fully utilised, sufficiently motivated and have clear direction at all times.</li> </ul> <p>This portfolio of work will require you to:</p> <ul style="list-style-type: none"> <li>• support the Audit Lead in delivering more complex, high-risk audits; and plan, manage and deliver your own portfolio of small to medium sized audits, reporting to the Audit Manager;</li> <li>• on all audits, take a planned approach to work; and organise and manage resources to best effect, proposing solutions to overcome resourcing and scheduling problems;</li> <li>• for the audits you are leading, review working papers prepared by audit team members, to ensure compliance with audit approach and reasonableness of judgements, and act in support of the Audit Manager /Audit Engagement Lead when attending client Audit Committees and senior client staff meetings;</li> <li>• build and maintain effective client relationships with key finance staff;</li> <li>• advise, develop, supervise and motivate staff;</li> <li>• discuss and provide guidance on accounting issues to client staff;</li> <li>• contribute effectively to more than one team;</li> <li>• contribute to developing and sustaining a positive team environment that both supports the delivery of the project and the ongoing development of the audit team;</li> </ul>

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- evaluate financial systems, identifying weaknesses and suggesting solutions as appropriate;
- conduct fieldwork, including work on more complex and high-risk account areas;
- analyse and evaluate audit evidence to make sound judgements, conclusions and recommendations;
- submit well organised documentation for review; and
- undertake any other duties commensurate with the grade of the role.

### **Key Results Areas**

- To support the Audit Manager (when leading on audits) and the Financial Audit Lead (when supporting on audits) to deliver a portfolio of audits, ensuring that they comply with the FADM and underlying ISAs and in accordance with deadlines and budgets.
- When leading on audits, provide day-to-day management to junior team members.
- When supporting on audits, contribute to the day-to-day management of audit team members and deliver complex audit work.
- To act as a role model for the values and behaviours of 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 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 the 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. The WAO is committed to ensuring that no job applicant or employee receives less favourable treatment on 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**

## General

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 staff in qualifying roles 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
<b>1. Qualifications</b>	
1.1 CCAB Accountancy Qualification.	Essential
<b>2. Skills and abilities</b>	
2.1 Excellent knowledge and understanding of accounting standards, including emerging issues, and their application in the public sector.	Essential
2.2 Good knowledge and understanding of public sector audit and the key issues affecting the public sector.	Desirable
2.3 Good inter-personal skills, with a proven ability to form and develop relationships with key officers, able to influence and persuade.	Essential
2.4 Excellent technical accounting skills.	Essential
2.5 Being adept at using IT software such as Word, Excel, PowerPoint and e-auditing.	Essential

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<b>Requirement</b>	<b>Essential or Desirable</b>
2.6 Effective analytical skills and the ability to demonstrate sound professional judgement on technical accounting matters and propose the appropriate course of action.	Essential
2.7 Efficient time management and project management skills – including the ability to lead a small portfolio of audits on a daily basis.	Essential
2.8 Good written communication skills – including the ability to draft formal and informal reports and letters for final review.	Essential
2.9 Good verbal communication skills, in particular the ability: <ul style="list-style-type: none"> <li>– to communicate with confidence, clarity and persuasiveness;</li> <li>– to convey complex information clearly to a wide range of audiences; and</li> <li>– to use appropriate questioning and active listening skills to gain a full understanding of matters and the views of others.</li> </ul>	Essential
2.10 Team management skills – to work effectively within a team and, where appropriate, demonstrate the ability to lead staff with a variety of skills, backgrounds and experiences.	Essential
2.11 Ability to review the work of team members, ensuring that it meets quality standards and providing clear direction and guidance to team members should that not be the case.	Essential
2.12 Ability to act on own initiative, with guidance from Project Manager/Financial Audit Lead.	Essential
2.13 Ability to assimilate complex information, arriving at sound and carefully thought through judgements based on evidence.	Essential
<b>3. Experience</b>	
3.1 Experience of understanding and resolving technical and professional issues using highly developed skills and knowledge of audit and accounting requirements.	Essential
3.2 Experience of working within and good understanding of the public sector.	Desirable
3.3 Experience of either working within an accounts team or an external audit team.	Essential
3.4 Experience of operating, and commitment to, a coaching style while instructing and reviewing team members' work, to provide timely and constructive review and project feedback to support both audit delivery and the development of the team.	Essential
3.5 Evidence of effective team management and the ability to contribute to and foster a positive team environment.	Essential

<b>Person Specification</b>	
<b>Requirement</b>	<b>Essential or Desirable</b>
<b>4. Personal attributes</b>	
4.1 Enthusiastic, motivated and resilient.	Essential
4.2 Professionally credible and presents a confident and professional image with colleagues and clients.	Essential
4.3 Clear ownership and accountability of their own development and CPD.	Essential
<b>5 General</b>	
5.1 Self-confident and self-aware and able to act as a role model for the values and behaviours of the Audit Wales.	Essential
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Desirable
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

<b>Welsh Language Skills</b>		
<b>Skill area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Speaking &amp; Listening</b>	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Attend Welsh medium meetings and discussions and confidently contribute in Welsh
<b>Reading</b>	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Understand reports correspondence and survey response and take out key messages.
<b>Writing</b>	Update documents and correspondence with Welsh dates and other generic terms	Write reports and complex correspondence in Welsh with the assistance of Welsh spelling and grammar check.