Archwilio Cymru
Audit Wales

Job Description

Job title	Graduate Trainee Auditor
Position Reports to	Audit Manager
Location	Wales
Direct reports	**n/a**
Salary band	Trainee
Security Level Clearance	CTC

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 sponsored and related organisations. • Alongside your day to day working responsibilities, you will achieve a recognised level 7 accountancy qualification of the Institute of Chartered Accountants in England and Wales (ICAEW) (ACA) according to timescales required by Audit Wales. • Alongside your day-to-day responsibilities, you will achieve an ILM accredited Leadership and Management qualification, Level 3.
Main Duties
• To successfully complete the ICAEW qualification within the timeframes set by Audit Wales including regularly updating your ICAEW training file and participating in 6 monthly ICAEW review meeting. • To successfully complete the ILM qualification within the prescribed timelines. • To assist in the delivery of financial audit and value for money work at Audited Bodies in compliance with the Wales Audit Office standards. • Working as part of a team to complete or assist in the completion of audit tasks in line with agreed procedures. • Working as part of a project team who contributes to research and data collection and analysis of data. • Any other duties commensurate with role.
Key Results Areas
• The supported delivery of audit activities to time, budget and quality.

- Successful completion of ICAEW qualification and training file requirements in line with ICAEW regulations and the training agreement.
- Successful completion of the ILM qualification within the prescribed timeframe.
- 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 have 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. All employees are required to contribute fully to nurture a positive culture and help to 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. 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 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 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 staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) or SC 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 encouraged to report any form of bullying and harassment to their Line Manager or to any Head of

Service or 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**	**Assessment Method Application / Assessment / Interview Delete as necessary**
1. Qualifications		
1.1 120 UCAS points from three full A levels (A2) or above or equivalent qualifications.	Essential	Application
1.2 Degree Level – minimum of a 2:1 or minimum of a 2:2 where additional post graduate qualifications are held e.g. Masters	Essential	Application
1.3 Minimum of 5 GCSEs (Grade A*-C), including Maths at grade B or above and English at grade C or above	Essential	Application
2. Technical		
2.1 Understands the role and function of the public sector in Wales, the challenges it currently faces and the related political environment.	Desirable	Application/ Interview
2.2 Understands the role of the public-sector auditor in holding to account and promoting improvement in public services.	Desirable	Application/ Interview
2.3 Be able to demonstrate motivation and commitment to become an accountant and committed to working within the public sector in Wales.	Essential	Application/ Interview
3. Communications		
3.1 Be able to demonstrate excellent communication skills, both verbal, with active listening skills and written skills, conveying information clearly, concisely and accurately.	Essential	Application/ Assessment / Interview

3.2 Present a confident and professional image, able to develop and maintain positive and professional working relationships with audited bodies officers and Audit Wales colleagues alike.	Essential	Assessment / Interview
4. Leadership Responsibility		
4.1 Able to act on own initiative but knowing when to seek supervision and guidance from colleagues.	Desirable	Application/ Assessment / Interview
4.2 Pro-active approach to your work and studies, taking clear ownership and accountability for own learning and work programme.	Essential	Interview
5. Role Outputs and Deliverables		
5.1 Effective time management skills particularly the ability to work across a number of audits at any one time, while balancing their ICAEW studies.	Essential	Application/ Assessment / Interview
6. Decision Making		
6.1 Good analytical skills and the ability to demonstrate sound professional judgement.	Essential	Application/ Assessment / Interview
6.2 Be able to show excellent attention to detail while being able to see the bigger picture.	Essential	Application/ Assessment / Interview
7. Digital and Data Skills		
7.1 Confident and comfortable working with data.	Essential	Application/ Assessment / Interview
7.2 Has a good level of digital skills, including the use of MS Office software applications, in particular Teams, Word and Excel and is open to learning new and relevant digital skills.	Essential	Application/ Assessment / Interview
8. Emotional Intelligence		
8.1 Is naturally inquisitive, with a curious mindset, confident to challenge and to be challenged but in a professional manner	Essential	Application/ Assessment / Interview
8.2 Displays self-awareness and willingness to learn from experience, continually acquiring and applying new and relevant knowledge and skills.	Essential	Application/ Assessment / Interview
8.3 Be able to demonstrate resilience to balance the demands of working alongside professional training	Essential	Application/ Assessment / Interview

8.4 Enthusiastic and highly motivated, with a team working ethos;	Essential	Application/ Assessment / Interview
8.5 3.5 Flexible and adaptable to changing priorities/challenges.	Desirable	Application/ Assessment / Interview
9. General		
9.1 Self-aware and a role model for Audit Wales values and behaviours	Essential	Assessment / Interview
9.2 Ability to work flexibly and if necessary, outside of normal office hours.	Essential	Interview
9.3 An awareness and a commitment to equality and diversity.	Essential	Interview
9.4 An awareness and commitment to the arrangements for health and safety	Essential	Interview

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	Attend Welsh medium meetings and discussions and confidently contribute in Welsh
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Understand reports, correspondence and survey responses and take out key messages
Writing	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