Archwilio Cymru
Audit Wales

Job Description

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

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.
- You will train to achieve a recognised level 7 accountancy qualification of the Institute of Chartered Accountants in England and Wales (ICAEW) (ACA).
- You will participate in an ILM accredited Leadership and Management qualification, Level 3.

Main Duties

- To successful complete the ICAEW qualification including regularly updating your ICAEW training file and participating in six monthly ICAEW review meeting.
- To successfully complete the ILM qualification within the prescribed timelines.
- To successfully complete all mandatory training required as part of the pathway trainee programme.
- To assist in the delivery of financial audit and value for money work at Audited Bodies in compliance with the Audit Wales standards.
- Working as part of a team to complete or assist in the completion of audit tasks in line with agreed procedures. This will include undertaking Town and Community Council audits in your foundation year
- 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

- Successful completion of ICAEW qualification and training file requirements in line with ICAEW regulations and the training agreement.
- Exhibits the effective development of skills and knowledge in line with both the balanced programme of work and ICAEW professional skills.
- Successful completion of the ILM qualification within the prescribed timeframe.

- The supported delivery of audit activities to time, budget, and quality.
- 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**
1. Qualifications		
1.1 120 UCAS points from three full A levels (A2) or above or equivalent qualifications.	Essential	Application
1.2 Minimum of 5 GCSEs (Grade A*-C), including Maths at grade B or above and English Language at grade C or above.	Essential	Application
2. Technical		
2.1 Able to demonstrate motivation and commitment to become an accountant and committed to working within the public sector in Wales.	Essential	Application / Assessment
2.2 An aptitude to generate ideas, advise and support performance audit work.	Desirable	Assessment
3. Communications		
3.1 Demonstrate effective verbal and written communication skills, including active listening and clear, concise, and accurate information delivery.	Essential	Application / Assessment/Interview
3.2 Is naturally inquisitive, with a curious mindset, confident to question and confident in forming and expressing their own judgements.	Desirable	Assessment
3.3 Good interpersonal skills – able to develop and effectively work with others at all levels	Essential	Assessment/Interview
4. Leadership Responsibility		
4.1 Works effectively, enthusiastically and engaged as a member of a team	Essential	Application/ Assessment
4.2 Willingness to share knowledge and provide help and support to less experienced colleagues	Desirable	Assessment
5. Role Outputs and Deliverables		

5.1 Understands the role and function of the public sector in Wales, the challenges it currently faces and the related political environment.	Desirable	Application / Assessment/Interview
5.2 Understands the role of the public-sector auditor in holding to account and promoting improvement in public services.	Desirable	Interview
5.3 Strong time management skills, including handling multiple audits simultaneously while balancing their ICAEW learning.	Essential	Application/ Assessment/Interview
5.4 Pro-active approach to your work and studies, taking clear ownership and accountability for own learning and work programme.	Essential	Assessment/Interview
5.5 Shows excellent attention to detail while being able to see the bigger picture.	Essential	Application/ Assessment
5.6 Be able to demonstrate resilience to balance the demands of working alongside professional training.	Essential	Assessment/Interview
6. Decision Making		
6.1 Flexible and adaptable to changing priorities/challenges.	Desirable	Assessment
6.2 Good analytical and problem-solving skills.	Essential	Application / Assessment
6.3 Able to demonstrate sound professional judgement	Desirable	Assessment
6.4 Able to act on own initiative while recognising when guidance is needed and when to seek supervision and support from colleagues.	Essential	Assessment
7. Digital and Data Skills		
7.1 Demonstrates proficiency in digital skills, including MS Office software applications such as Teams, Word, and Excel.	Essential	Application / Assessment
7.2 Confident and comfortable working with and analysing data.	Essential	Application/Assessment
7.3 Demonstration of an openness to change in an evolving workplace through the appropriate use of technological and digital enhancements	Essential	Assessment
8. Emotional Intelligence		
8.1 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
8.2 Displays self-awareness and willingness to learn from experience, continually acquiring and applying new and relevant knowledge and skills.	Essential	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.	Desirable	
9.3 An awareness and a commitment to equality and diversity.	Essential	Assessment/Interview
9.4 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	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