



Job description			
Job title	Graduate – Audit Placement		
Grade	G		
Directorate	Resources		
Service/team	Financial Management Service		
Accountable to	Principal Auditor / other colleagues where required		
Responsible for	N/A		
JE Reference		Date Reviewed	May 2025

Purpose of the Job

You will be part of team providing internal audit support to Council service managers delivering services to Knowsley residents. This will include carrying out audit reviews of Council risks, processes, and controls, producing relevant working papers, preparing reports, and providing advice to managers.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- a. Support the core audit processes within the Council – carrying out testing, producing working papers and preparing reports.
- b. Use the Council's internal audit management system effectively to ensure the availability of accurate, timely and appropriate working papers and records of audit work undertaken.
- c. Produce, with supervision, appropriate reports, and audit certificates, in accordance with agreed timescales.
- d. Provide clear advice to clients to help them understand their risks. This will include a degree of challenge in relation to system processes, helping to ensure that areas for improvement are properly explained and addressed.
- e. Observe and promote compliance with the Council's Financial Procedure Rules and Contract Procedure Rules.



- f. Proactively work with the team to identify improvements in the quality and efficiency of tasks, and ways to improve processes.
- g. Demonstrate excellent customer service skills, dealing with requests from customers and escalating these where appropriate.
- h. Work alongside other graduates and HR to promote the graduate scheme, proactively looking at ways to enhance this further
- i. Participate in training, activities, and events to broaden knowledge and experience across a range of fields and help develop and grow the graduate scheme.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.



Knowsley Council

- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.