



Trainee Auditor Candidate Pack



DARTFORD
BOROUGH COUNCIL

About the role



Trainee Auditor

Directorate – Corporate Services

Department – Audit Shared Services

Grade – E

Salary – £31,182 PA rising to £33,958 PA following one years' satisfactory performance

Hours - 37 hours per week – Monday – Friday

Flexi-time and Hybrid Working Available

About the role

The Dartford & Sevenoaks Audit Partnership are looking for someone who is interested in pursuing a career in audit. If you have an eye for detail, and a knack for critical thinking, we would love to hear from you. We will provide you with the skills and experience to undertake risk-based internal audits and support you through the Level 4 Internal Audit Practitioner Apprenticeship.

This post is considered by DBC to be a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

Skills, Knowledge and Experience:

Reporting to the Senior Auditor, you will undertake an assortment of audits while also studying. Therefore, you will need to be well organized with a commitment to self-development, quality, accuracy and meeting deadlines. The role is employed by Dartford Borough Council, and you will benefit from also working at Sevenoaks District Council offices as well, it is therefore important you are able to travel to both sites.

Disability Confident Employer

DBC is Disability Confident Employer and welcomes applications from candidates with a disability.

We operate a Guaranteed Interview to any candidate with a disability who meets the minimum criteria for the role. If you have a disability and are applying for a particular role, please ensure that you indicate this on your application form, and advise us of any reasonable adjustments which you may require.

A disability under the Equality Act 2010 is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Care Leavers

We will offer an interview to care leavers who meet the minimum criteria for the post. If you are a care leaver, you must inform us of your care leaver status at the time of your application.

Armed Forces

As part of the Council's commitment to the Armed Forces Covenant and to ensure that ex-armed forces personnel are not disadvantaged as a result of their service, veterans of the armed forces and/or their spouses/civil partners, applying for a job at the Council will be guaranteed the offer of an interview, provided that:

- They or their spouse/civil partner are currently serving in the armed forces and are within 12 weeks of their discharge date
- They or their spouse/civil partner were in long-term employment with the armed forces within the last five years
- They meet the essential criteria for the advertised role
- They confirm that they wish any application for a post at the Council to be considered under the guaranteed interview scheme.

How to apply

Please apply via:

<https://www.dartford.gov.uk/by-category/jobs-and-careers/job-vacancies-at-the-council>

Do not send your CV – only fully completed application forms via the link above will be accepted

We reserve the right to close this vacancy before the advertised closing date. Please apply early to avoid disappointment.

Shortlisted?

Shortlisting and selection will be based on the job profile and experience required. You will need to address these requirements in your application drawing on any experience you have gained at work or in a voluntary capacity. You should give examples of how you meet the criteria outlined in the job profile and the Council's Core Behaviours. If you are unable to explain how you meet the requirements of the role, we may not be able to shortlist you.

Closing date:

23:59 3rd August 2025

Interview date:

TBC



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About the Council



Why Dartford

'Dartford is a place of quality, choice and safety. A place where great communities, concern for the environment and a successful economy support people who want to live, work and enjoy leisure time.'

Dartford Borough Council is one of the most exciting places to work in the region. Not only are we working on some special projects to improve life in the borough but we also have one of the most accessible offices in the country.

Our Commitment to Equality and Diversity

Dartford Borough Council is committed to equal opportunities policies and action to ensure that the best candidates for any post are appointed irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We operate a name-blind recruitment process and remove candidates' personal information to ensure that people will be shortlisted for interview on merit.

Our aim is to remove barriers to employment, promotion and development so that all employees have equal access to these on the basis of ability and the requirements of the job.

We are committed to challenging inequality, discrimination and disadvantage and to achieving the highest standard of employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment, and we welcome applications from all sectors of the community.

The Council has signed up to the Disability Confident Scheme. Through Disability Confident, we are working to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations. We are committed to interviewing all disabled candidates who meet the minimum criteria for the role. In addition the Council will where possible make reasonable adjustments to ensure the interview process is accessible to disabled candidates.



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Getting to us

Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

By car...

The Civic Centre can be accessed via A206 to the north, A282/M25/M20 to the east and the A2 to the south. The A226 Dartford Road links Bexley to Dartford Town Centre. The Council offers free car parking for staff.

By train...

Dartford Civic Centre is situated opposite Dartford station. Dartford is part of the TfL Oystercard area and there are regular and frequent services from Central London (Charing Cross, Victoria and London Bridge). In the opposite direction there are regular services to Gravesend and the Medway Towns with connections to Canterbury and the Kent Coast.

By bus...

Good bus services serve Dartford town centre, including TfL buses, and the Fastrack rapid transit system. Bus stops in Home Gardens, two minutes walk to the Civic Centre, are served by:

- TfL bus routes 96, 428 and 492
- Fastrack bus routes A, B & C
- Arriva Sapphire bus services routes 480 & 490 between Dartford Town Centre and Gravesend.

By bike...

Dartford Town Centre lies on strategic cycle routes. View the routes on the Explore Dartford Maps:

https://explorekent.org/wp-content/uploads/2020/06/EK-DARTFORD_PRINT.pdf

[Link to map and more info](#)

Dartford Borough Council Civic Centre



Core Behaviours

Values are a key component of a healthy workplace culture because they clarify how the Council and its staff should behave and help to ensure that everybody is working towards the same goals. They provide the framework within which employees can test decisions, accomplish tasks, and interact with others.

The Council's core behaviours reflect the special qualities that attract, engage and retain the talent that we want; and will be used to shape our culture by influencing the work we do, and how we do it. These behaviours focus the way we expect employees to approach daily business practices, conduct communications and interact with one another.

The Council has five core behaviours that guide the way we think and act as an organisation, and each member of staff is responsible for incorporating them into their day to day roles.



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Core Behaviours

Communication

Demonstrated by:

- Actively listening to customers and colleagues and asking questions to provide clarity
- Seeking to understand customer and colleague needs and proactively looking for ways to exceed expectations
- Being clear, concise and courteous
- Providing regular and timely feedback
- Leaving a positive impression of the Council

Respect

Demonstrated by:

- Creating trusted relationships with customers, colleagues and communities to achieve mutual goals
- Treating customers and colleagues with respect and dignity and valuing others as individuals
- Learning from others and valuing differences
- Being thoughtful, tactful and considerate
- Acting with integrity, loyalty and trust

Accountability

Demonstrated by:

- Taking the initiative and ownership of our decision, actions, performance and behaviour
- Learning from our mistakes and seeking out opportunities to improve
- Delivering on promises to customers and colleagues
- Being proud of what we do

Adaptability/Flexibility

Demonstrated by:

- Displaying a 'can do' attitude and being innovative
- Embracing change
- Getting out of our comfort zones and creating our own opportunities
- Looking for the positive in every situation
- Challenging negativity and bad behaviour

Collaboration

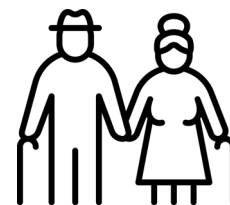
Demonstrated by:

- Sharing ideas and challenges with our colleagues and actively seek out their opinion
- Working together beyond departmental boundaries to achieve superior results
- Ensuring everyone has an equal opportunity to share and contribute ideas
- Being part of the solution

Total Reward Package

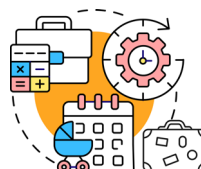
Pension

We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a career averaged revalued scheme (CARE), which means your benefits are based on your salary for each year you are in the scheme. Your contribution rate, based on your salary, is 6.5%



Holiday Entitlement

You will be given a generous holiday entitlement of 185 hours (equivalent of 25 days) plus a further 37 hours (equivalent of 5 days) after five years of continuous DBC service, and a bank holiday entitlement per annum. These amounts are pro-rated for part-time hours.



Car Parking

Free car parking for work



Private Medical Insurance

Subsidised private medical insurance for employees on Grade H and above on application



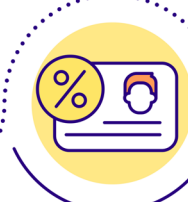
Shared Cost AVC's

LGPS members have access to our Shared Cost Additional Voluntary Contribution (Shared Cost AVC) scheme, which offers you a cost-efficient way to invest in your financial future.



Professional Membership Fees

The cost of one membership a year to a professional organisation that you require for your job



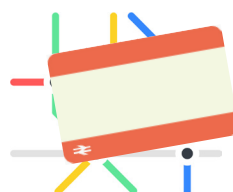
Car Loan

A loan to assist you with buying a car, subject to certain criteria being met



Season Ticket Loan

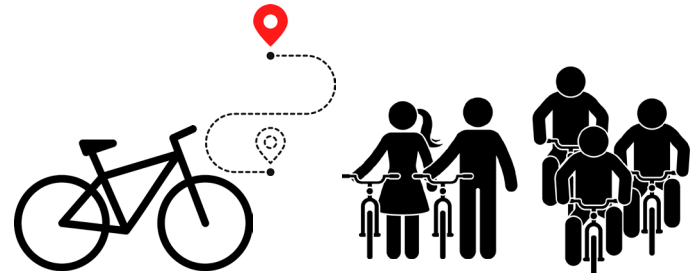
An interest free loan to assist with the purchase of a season ticket to travel to and from work



Total Reward Package

Cycle to Work

A salary sacrifice arrangement which allows employees to purchase a bicycle for travel to work. The scheme allows the cost to be spread over a monthly deductions and also reduces the employee's tax and national insurance costs.



Hybrid Working

A Hybrid Working Policy which allows you to work part of your week remotely (depending on role and in agreement with your line manager)



Flexi-Time Working

A flexi-time working scheme (in agreement with your line manager)



Wellbeing

We have achieved the national Workplace Wellbeing Charter accreditation demonstrating our commitment to proactively championing a health workplace culture.



Employee Assistance Programme

Access to a free and confidential Employee Assistance Programme which offers support for a wide range of issues including telephone and face to face counselling



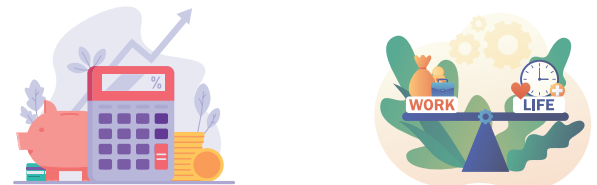
Occupational Healthcare

An occupational health service to support employees in the management of health issues.



Occupational Sickness Pay

Generous sick pay based on length of service



Total Reward Package

Flu Vaccinations

Free flu vaccinations on an annual basis



Eye Care

Assistance with the cost of an eye test and glasses or contact lenses for working with computer screens



Fairfield Leisure Centre Discount

20% discount on Premium Membership



Employee Benefits Portal

A host of benefits, deals and offers via our online benefits portal including, but not limited to, shopping, travel and activities



Family Friendly Policies

An enhanced package of Maternity, Adoption, Paternity, Parental, Shared Parental and Parental Bereavement Leave



Compassionate Leave

Up to 10 days paid leave following the death of a close relative



Cadet and Reserve Armed Forces Leave

Up to 10 days paid leave per year to take part in duties or training.



Public Duty Leave

Additional leave for members of certain public bodies to undertake duties



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Job Profile

Job Title: Trainee Auditor

Grade: E

Reporting to: Senior Auditor (SDC post)

Responsible for: N/A

Experience:

- Good communication skills
- Able to conduct research and extract key information
- IT literate (Microsoft Office), and able to pick up and learn new systems
- Eye for detail and desire to improve processes and systems
- Able to learn and adapt
- Ability to work individually and as part of a wide team, taking direction, and constructive feedback positively
- Able to work to and achieve competing deadlines including balancing study and work
- Open, honest and strong moral compass
- Professional attitude and presentation
- Willing and able to travel across the Partnership

Specialist Knowledge:

N/A

Qualifications:

- Minimum 2 A-Levels or equivalent and
- At least 5 GCSEs or equivalent including in Maths and English.

Special Circumstances:

N/A

Job Purpose:

To assist the Audit Partnership by delivering an effective and efficient Internal Audit service to Dartford BC and Sevenoaks DC. Working in accordance with Public Sector Internal Audit Standards (PSIAS), Internal Auditors undertake a plan of work over the course of each year to support the Annual Audit Opinion on the effectiveness of internal control, governance and risk management.

Key activities:

- To undertake an agreed personal audit plan each year delivered in accordance with Professional Standards and the agreed Audit Manual.
- To work across both sites of the Audit Partnership
- To contribute to follow-up reviews of audit actions
- Assist with non-assurance work across Dartford and Sevenoaks as directed and supervised by Audit Management, for instance supporting risk management
- To provide advice, insight and guidance with regards to internal control, governance and risk management
- To develop and maintain an in-depth knowledge of Dartford and Sevenoaks control environment and key risks
- To study towards the Internal Audit Practitioner (Level 4 apprenticeship)
- Develop an understanding of the Partnership's audit methodology and the Public Sector Internal Audit Standards and apply them to audit fieldwork
- Undertake internal audits on less complex topics with guidance and coaching from experienced audit staff
- Learn Council rules, procedures and relevant legislation and start to apply them to audit work
- Learn the Council's approach to governance, risk management and counter fraud and assist more experienced audit staff with work in these areas
- Develop professional scepticism and critical thinking skills to question and analyse information to form audit findings
- Undertake analysis of large volumes of data using basic data analytic tools
- To deliver at least 65% of contracted hours on chargeable work
- Update the designated audit management system to progress audit work, including updating audit files with evidence and conclusions on pre-defined work programs
- With support from more experienced audit staff, verbally communicate findings from audit work to Senior Council Officers
- Assist with writing audit reports communicating audit findings to relevant Senior Officers
- Follow-up low and medium priority audit actions and update progress on audit management system, liaising with action owners where they have not been implemented to establish the reasons why
- Manage workload to deliver personal audit plan while undertaking 20% "off the job hours" to support apprenticeship studies
- Proactively working as a team with audit reviewers to perform high quality audits
- Working collaboratively with auditees
- Communicate confidently and assertively
- Undertake administrative tasks as necessary for the role
- To adopt a positive approach and commitment to continued professional development to enhance skills, knowledge and competencies
- To undertake mandatory training as required
- To engage fully in the Council's staff appraisal scheme.
- Take due care of your own Health and Safety and that of others (as appropriate) in your working environment.
- To adhere to General Data Protection Regulation principles and practice
- To embrace the Council's Equal Opportunities policy, values and behaviours.
- To be aware of and follow the Council's Safeguarding policy.
- Undertake any other duties that may be reasonably expected as part of this role.





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