

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Internal Audit Assistant
REFERENCE:	RES263
SALARY SCALE:	Scale 2/4 £25,185 to £29,064 per annum (Career Grade: Progression to Scale 4 following completion of final AAT exams)
HOURS OF WORK:	37 Hours Per Week
POST NO:	E56
SERVICE AREA:	Internal Audit
RESPONSIBLE TO:	Internal Audit Manager
RESPONSIBLE FOR:	-
JOB PURPOSE:	To carry out various internal audits in accordance with the agreed audit plan.

KEY RESULT AREAS:

- Undertake audit work through ongoing checks and reviews in various areas to prevent/detect fraud and corruption.
- To carry out pre-audit meetings with auditees to discuss the planned audit and to identify key areas of service change, and to discuss any potential audit issues that may be likely to arise.
- To carry out post-audit meetings with auditees to discuss the findings of the audit and to agree any recommendations arising.
- To produce draft and final audit reports on completion of the audit for presentation to the auditees and also for reporting to senior management.
- Monitor past audit recommendations to ensure they have been implemented and that they continue to be effective.
- Cover for the Internal Audit Manager when required on insurance matters and day to day assistance.

- Responsible for the issue and control of the Council's stock of cheques and other controlled stationery.
- To help in the provision of independent and impartial advice to all sections and departments on internal audit matters.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- To undertake other duties of a similar responsibility as may be allocated to the post from time to time.

Signed

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Date

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Name (Print)

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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Educated to GCSE level, with an excellent standard of numeracy and literacy – total of 5 GCSE's including Maths and English at grade C (equivalent to the new grade 4) or above.		Application Form
Willingness to study for the Association of Accounting Technician (AAT) qualification.		Application Form/ Interview
Experience		
Ability to work alone without close supervision, using own initiative.		Application Form/ Interview
Ability to communicate with staff at all levels of the organisation.		Application Form/ Interview
Experience of computerised financial systems.		Application Form/ Interview
	Experience of working within an audit team.	Application Form/ Interview
	Experience of working in a local government environment.	Application Form/ Interview
Skills/Knowledge		
Ability to deal with sensitive and confidential matters.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Excellent knowledge and ability to use Microsoft products e.g. Office, Word, Excel.		Application Form/ Interview
Ability to exercise tact and diplomacy.		Application Form/ Interview
Excellent communication skills.		Application Form/ Interview
	Possess excellent report writing skills.	Application Form/ Interview
	Understanding of the activities of an internal audit section.	Application Form/ Interview
	Full UK driving licence and access to a car for work purposes.	Application Form/ Interview
Additional		
Self motivated and ability to show due professional care.		Interview
	Inquisitive nature.	Interview