

**Northumberland County Council**  
**JOB DESCRIPTION**

<b>Post Title:</b> Internal Audit Practitioner Apprentice	<b>Directorate/Service:</b> Internal Audit & Risk Management	<b>Office Use</b>
<b>Band:</b> Band 3		JE ref:
<b>Responsible to:</b> Placement Supervisor	<b>Workplace:</b> County Hall, Morpeth, NE61 2EF	HRMS ref:

**Job Purpose:** To perform, and assist in performing, comprehensive high quality audits to a range of customers, in accordance with the Strategic Audit Plan, under the direction of the Group Assurance Manager, Senior Auditor or Assurance Officer. To analyse available business intelligence from a range of sources, including data obtained from continuous auditing software, and using these results to help determine the effectiveness of the control and governance arrangements within areas audited. To assist in delivering the agreed Risk Management Framework, as directed by the Head of Internal Audit & Risk Management, Group Assurance Manager or Risk Management Officer. To act as an ambassador for the Internal Audit and Risk Management service, developing and maintaining a customer-focused approach in all aspects of our work.

**Resources**

Staff	None
Finance	Shared responsibility for ensuring the Council's budget is spent and administered correctly. Ensuring that appropriate levels of control are in place to minimise the risk of financial loss. Audit work carried out to certify grant claims and ensure funding is obtained.
Physical	Extensive involvement with Data systems, ensuring they are administered correctly per regulatory requirements and Policies and Procedures
Clients	Extensive involvement with all Council Departments, Councillors, etc and with services that have a significant impact on the public. Services provided to partner organisations.

**Duties and key result areas:** Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. **You will complete apprenticeship training to enable you to develop into the below responsibilities:**

The postholder is bound at all times to observe the strict rules of confidentiality applicable to the work of Internal Audit and Risk Management; and in particular to observe the Ethical Walls Policy, ensuring that the confidentiality of each client organisation is strictly and expressly observed.

1. Assist a Senior Auditor or Assurance Officer in performing audits and undertake audits under the supervision of an Assurance Officer or Senior Auditor, as set out in the agreed Strategic Audit Plan and in accordance with performance standards established within the team.
2. Assist in the preparation and issue of timely, clear and concise audit reports following the conclusion of each audit assignment; providing information for inclusion in the reports of a Senior Auditor as directed.
3. Assist in the effective communication of outcomes from audit findings, both verbally and in writing, focusing on areas of risk, control and materiality, demonstrating an understanding of clients' business goals, and expressing findings and recommendations fairly and proportionately.
4. Assist in the analytical review of business intelligence gathered from a range of sources, including continuous auditing software, to efficiently identify control issues. Assist, as directed, with the delivery of the agreed Risk Management Framework, including provision of risk management advice and contributing to workshops and training events on effective risk management.
5. Maintaining professional working papers and evidence trails for review, in accordance with performance standards established within the team.
6. Effectively managing and monitoring own performance against time allocations and quality standards for each assignment, as set out in performance standards established within the team.
7. Assist in the delivery of a range of ad-hoc assignments and other assurance services as directed by a Senior Auditor or Assurance Officer, for example in relation to the Schools Financial Value Standard.

8. Attendance at meetings and working groups, as directed.
9. Operating to the standards laid down in the Public Sector Internal Audit Standards, legislation, performance standards established within the service and any other relevant professional guidance.
10. Undertake administrative tasks as allocated, including; producing performance reports; managing the follow-up of Internal Audit recommendations; organising team meetings and note taking; processing purchase requisitions for stationary, training etc, collating declarations of interest.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Physical requirements:	Activities normally undertaken in a seated position with some walking, bending or stretching and an occasional need to lift or carry.
Transport requirements:	n/a
Working patterns:	37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.
Working conditions:	Minimal exposure to disagreeable, unpleasant or hazardous conditions.

Northumberland County Council

**PERSON SPECIFICATION**

<b>Post Title:</b> Internal Audit Practitioner Apprentice	<b>Director/Service:</b> Internal Audit & Risk Management	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>5 GCSEs passed at grade 4 (C) or above, including GCSE Maths &amp; English (or equivalent; Level 2 Functional Skills)</li> <li>A Level, NVQ level 3 or equivalent</li> <li>A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</li> </ul>	<ul style="list-style-type: none"> <li>A degree or relevant professional qualification</li> </ul>	Application Interview
<b>Experience</b>		
<ul style="list-style-type: none"> <li>IT Skills including MS Office packages such as Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a similar role or working for a local authority</li> <li>Experience in project management.</li> </ul>	Application Interview
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Communication and interpersonal skills</li> <li>Ability to be flexible</li> <li>Good organisational, problem solving and planning skills</li> </ul>	<ul style="list-style-type: none"> <li>Customer care skills</li> <li>Team working, or can demonstrate working in teams</li> </ul>	Application Interview
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Normally works in a seated position with some standing, walking, stretching or lifting</li> <li>Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands</li> <li>Ability to deal with conflicting demands within tight time-frames.</li> <li>Good time management, planning, organisational skills and flexibility in work in order to deliver to tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Dealing with contentious audit findings, and working with clients who may become defensive.</li> </ul>	Application Interview
<b>Personal attributes</b>		
<ul style="list-style-type: none"> <li>Motivation</li> <li>Willingness to work</li> <li>Reliable, good time keeping</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work as a team member</li> </ul>	Application Interview
<b>Other</b>		
<ul style="list-style-type: none"> <li>Committed to Equality and Diversity and Safeguarding</li> <li>Committed to Health and Safety and client confidentiality</li> <li>Committed to providing a quality administrative support</li> <li>Committed to the Values &amp; Vision of Northumberland County Council</li> </ul>		Application Interview