

## Job Description

Job title	Trainee Internal Auditor (career graded)
Directorate	BUSINESS : Business Support
Division	Finance & Business Improvement
Range	MPR 3
Reports to	Internal Audit Manager

---

### Main purpose of the job:

To develop the knowledge and skills necessary to plan and undertake high quality internal audit assurance audits relating to the adequacy and effectiveness of governance, risk management, and internal control processes at both Medway Council and Gravesham Borough Council.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

Develop the knowledge and skills necessary to plan and undertake high quality assurance audits of varying nature and complexity as outlined in the agreed internal audit plans for each authority, or at the direction of the Internal Audit Manager or Head of Internal Audit & Counter Fraud.

Develop the knowledge and skills necessary to complete assurance audits within agreed timescales and in line with the Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF), the associated UK public sector/local government requirements, and team working practices.

Develop the knowledge and skills necessary to provide responsive assurance services (with appropriate support), including validation of financial grant claims across a variety of services.

Develop the knowledge and skills necessary to provide consultancy services (with appropriate support), working with senior management to improve the organisations' governance, risk management and control processes as required, including in relation to the introduction of new systems and processes.

Develop the knowledge and skills necessary to champion and provide general advice and support to the organisations on governance, risk management and control matters, including (with appropriate support) representing the team at meetings with internal departments of both Medway Council and Gravesham Borough Council.

Develop productive working relationships with audit clients through the audit process.

Develop a working knowledge of the Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF) and the associated UK public sector / local government requirements.

Develop an awareness of both councils' objectives, operations, policies, and procedures, in particular those relating to finance, performance management, risk management, governance and control, and learning to interpret these to ensure the outputs of the internal audit team add value and contribute to the achievement of both councils' objectives.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

### Organisation:

This role reports to the Internal Audit Manager

With appropriate support from experienced colleagues, the post-holder will work with management at all levels across both Medway Council and Gravesham Borough Council, including schools, to conduct internal audit reviews.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

The role operates a hybrid working pattern with a minimum of two days per week office based, with duties to be carried out at the offices of both Medway Council (Gun Wharf, Chatham) and Gravesham Borough Council (Civic Centre, Gravesend), and require visits to other council locations (including schools) across both local authorities.

## Person Specification

All criteria at level A are considered essential unless stated otherwise.

Please note, this is a career graded post and so progression to the post of Internal Auditor is possible once all below criteria and the essential (level A) criteria set out in the Internal Auditor job profile, can be demonstrated.

### Qualifications

#### Level A

Good standard of academic education, with 4 GCSEs Grade 4 or above (A to C) (including Maths and English), or equivalent.

#### Level B (in addition)

Minimum one-year practical experience within internal audit.

#### Level C (in addition)

Hold IIA Certificate in Internal Audit & Business Risk (or equivalent),

OR

Undertaking / has undertaken tuition for Certified Internal Auditor (CIA) – Part 1

OR

Minimum three years practical experience within internal audit. |

---

### Knowledge

#### Level A

N/A.

#### Level B (in addition)

Basic knowledge and understanding of internal audit processes and related professional standards.

Basic knowledge and understanding of data protection and confidentiality requirements.

Basic awareness of local government operations.

#### Level C (in addition)

Good knowledge and understanding of the internal audit process and related professional standards.

Good knowledge and understanding of data protection and confidentiality requirements.

Good awareness of local government operations and basic awareness of the wider public sector. |

---

### Experience

#### Level A

Experience of using Microsoft Office and/or other relevant IT applications.

Experience of obtaining and undertaking research and evaluation of information from a variety of sources, as well as undertaking analysis, and testing of data sets, including manual and computer-based records.

Experience of completing work in accordance with set deadlines.

Experience of working with initiative, and as part of a team.

#### Level B (in addition)

Experience of working to the Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF) and the associated UK public sector / local government requirements and ensuring audits are compliant with these.

Experience of undertaking end to end audit reviews with support from experienced colleagues, including preparing well written reports and suggesting / agreeing actions with senior managers.

Experience of obtaining, analysing, and interpreting information from a variety of sources, as well as undertaking analysis and testing of data sets, including manual and computer-based records.

Experience of working effectively with colleagues at all levels, across a range of services.

Experience of managing own workload and prioritising work.

Experience of dealing with confrontation or disagreement in a polite, professional, and courteous manner.

#### Level C (in addition)

Experience of undertaking end to end audit reviews with minimal supervision, including preparing well written reports and suggesting / agreeing actions with senior managers.

Experience of managing own workload and prioritising work to meet deadlines of limited flexibility.

---

## Skills

### Level A

Ability to maintain confidentiality.

Proficient in the use of Microsoft Office and other relevant IT applications.

Ability to maintain accurate records.

### Level B (in addition)

Ability to perform tasks professionally and with innovation; being adaptable, committed, and motivated in approach.

Ability to work flexibly to changing needs, prioritising work, while maintaining high standards of quality.

Ability to obtain, analyse and interpret data/information obtained from a range of different sources in order to test the operational effectiveness of controls and draw intelligent and reasonable conclusions.

Ability to use interpersonal and communication skills, both oral and written, and be able to tailor information in order to communicate with a range of customers and colleagues.

Ability to use listening skills, being able to extract and interpret relevant and important details.

Ability to produce well written reports for senior management, sections of which may also be included in Audit Committee reports, detailing assurance, and control matters, including actions to be taken to mitigate any weaknesses identified.

Ability to use negotiation and persuasion skills to agree management actions.

Ability to work effectively with colleagues at all levels, across a range of council services treating all with dignity and respect.

Ability to deal with confrontation or disagreement in a polite, professional, and courteous manner.

Level C (in addition)

Ability to work flexibly to changing needs, prioritising work to meet deadlines of limited flexibility, while maintaining high standards of quality.

Ability to use good interpersonal and communication skills, both oral and written, and be able to tailor information in order to communicate with a range of customers and colleagues.

Ability to use good listening skills, being able to extract and interpret relevant and important details.

Ability to use good negotiation and persuasion skills to agree management actions. ]



[medway.gov.uk](https://www.medway.gov.uk)

   Medway Council

*Medway*  
COUNCIL  
Serving You