

Auditor

Salary: Band: 7 - 8 depending on experience, £33,119 - £40,443 per annum.

Band 7: £33,119 - £37,562 per annum

Band 8: £37,562 - £40,443 per annum

Pay band and salary will be dependent on experience. Band 8 are expected to have a degree level qualification or previous audit experience and additional abilities which will need to be demonstrated in your application as listed in the who is the person below.

37 hours per week

Your contractual hours are 37 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service. Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

Location: Civic Offices, Portsmouth

The Service

What is internal audit?

It's a question that is often asked and its often not what you think. Internal Audit fulfils a statutory requirement to advise, alert and assure the Council on the effectiveness of its systems of internal control.

So what does this mean?

This means focussing on key risks that prevent objectives being achieved. We test the controls needed to mitigate the risks, and how effectively the controls are working. Being an auditor is not all about finance and numbers. The breadth of a Council's activities ranges from Libraries and Museums to multi-million pound redevelopment projects.

If you have a keen eye for detail, a desire to understand how things work and a methodical approach then you have the skills to be an auditor.

Audit is independent of all other functions, so it can give an objective and unbiased view. Internal audit's primary purposes are:

- To help managers make the best of their system controls in meeting the Council's objectives.
- To promote change and continuous improvement
- Report to Councillors and senior management of the control framework and systems of internal control.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. The internal audit service has multiple external clients including other local authorities, a limited company and the Solent

Freeport so the work will be varied and give you a broad exposure to differing organisations and cultures.

What is the role?

You will be a highly motivated individual with a desire to drive improvement in the public sector.

You will be responsible for specific audits relating to operations along with any work as at the direction of the Audit management. For each area to be reviewed you will identify the scope, risk assess, plan the work, carry out the testing and evaluate controls, reporting on findings. You will liaise and collaborate with some levels of management including Directors and external auditors; give sound technical advice and may get involved with ad hoc investigations. You will also conduct operational audits at PCC's external clients which may involve some travel. The role is spread over two pay bands which means once certain competencies are met the candidate can progress to the higher band.

The team has progression opportunities and professional training may be offered should the successful candidate show promise within the role.

Who is the person?

You need:

1. A good educational standard, specifically GCSE's in Maths and English (or equivalent) or experience in a compliance background.
2. A good understanding of customers' needs but are still able to challenge and persuade positively and keep your integrity and objectivity.
3. To be able to analyse problems in a logical and effective way.
4. Excellent communication skills and able to build a rapport as you will be dealing with people at all levels.
5. To be a creative thinker when it comes to reaching agreement on solutions and able to use your own initiative.
6. A highly motivated individual with a keen eye for detail and a methodical approach.
7. To be self-managing, able to prioritise and work to deadlines.
8. To have good oral, analytical and report writing skills.
9. To be able to work as part of a team to ensure a smooth delivery of the service and be flexible in being able to adapt to the changing needs of the team.
10. To be open minded, able to keep up to date with new initiatives and have a positive mental attitude.

11. Excellent working IT skills especially with Microsoft Word and Excel.

Band (8) requirements:

- 12. Degree level qualifications or have previous audit experience.
- 13. The ability to Identify and prioritise organisational risks without relying on established audit programmes.
- 14. The ability to exercise professional judgement that directly influences audit conclusions.
- 15. To research complex operational services.
- 16. To move beyond control testing into broader governance and risk assessment.
- 17. To be able to work with less managerial direction.
- 18. To be able to Manage resistance and difficult conversations within clients.
- 19. To assess risks across unfamiliar service areas.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).