

# Senior Auditor

Audit Services Group – Band 2A



Audit Scotland provides the Auditor General and Accounts Commission with the services they need to carry out their duties. Together we ensure that the Scottish Government and public sector bodies throughout Scotland are held to account for the proper, efficient and effective use of public money. We employ around 320 staff in a wide variety of roles, working in a flexible environment of home and office working as well as working from audit sites across Scotland. Our offices are based in Edinburgh, Glasgow, Inverness and Aberdeen.

## Overall purpose of the role

You will conduct and manage complex financial audit work. You will make audit judgements and oversee the work of the team to deliver our audits to a world-class standard. You'll interface with clients and stakeholders providing assurance which helps support improvement and focus upon what's important.

## What you will be doing

As one of our senior members of staff, you'll be inspiring with your ability to:

- Make professional, evidence-based judgements and identify potential recommendations.
- Work with colleagues to decide the breadth and depth of auditing required in proportion to the circumstances, including the audit methodology.
- Take lead responsibility for planning and delivering audits or key audit areas, to time, cost and quality (depending on the size and risk-profile of the audit).
- Draft clear, authoritative, concise audit outputs.
- Support senior leadership in promoting our work externally.
- Establish and maintain relationships with officers at audited bodies and appropriate stakeholders to support the effective delivery of audit work.
- Coordinate the work of staff across the audit to manage peak period workloads.
- Undertake supportive conversations with your team and positively challenge where necessary.
- Support the development of Audit Scotland's work programme by sharing intelligence whether based on local audit knowledge, monitoring key public sector issues or by developing stand-alone briefings.
- Contribute to the management of Audit Scotland by participating in and contributing to corporate activities.

Once you have demonstrated expertise in this area, you'll have opportunity to progress your career and:

- Take risk-based decisions about the audit approach and breadth and depth of auditing required in proportion to the circumstances.

- Make complex audit judgements and lead the team to make audit judgements and strategic recommendations based on all the evidence collected.
- Prepare and finalise audit outputs and be responsible for the content of the finished products.
- Be responsible for planning and delivering audits to time, cost and quality standards. This includes responsibility for all elements of managing an audit, including resourcing, cost monitoring (and taking appropriate action), impact work and supporting media enquiries.
- Identify, build and maintain relationships with internal and external stakeholders and proactively use these networks to add value to our work and reputation.
- Provide leadership, build capacity and resilience in the team and motivate, support and develop people to achieve their full potential.
- Line manage staff, actively managing their development and addressing performance issues.
- Maximise the impact of our work, including presenting and promoting audit outputs and findings at the highest client and stakeholder level e.g. the Scottish Parliament or Accounts Commission, governing boards, audit committees or external stakeholder events.
- Be responsible for identifying lessons learned to improve audit quality and efficiency and, where appropriate, share these across the organisation.
- Lead on distinct areas to support the development of Audit Scotland's work programme.
- Contribute to the management of Audit Scotland by promoting, contributing to and, where appropriate, leading on corporate activities.

## Knowledge and experience

You will be a fully qualified accountant (CIPFA, ICAS, other CCAB, CIMA or equivalent). Preferably you will have practical experience of delivering high-quality audits, ideally in a public sector environment. Those without recent audit experience will be expected to build up their audit skills as a key part of the role.

You'll undertake professional and personal development to maintain technical expertise, meet CPD requirements and enhance your career prospects at Audit Scotland.

Self-aware in your own abilities, you can plan and manage your own work. You will have well developed auditing, accountancy and analytical skills. You will have the ability to convert your analysis into clear judgements backed up by clear recommendations for improvement. You know how to work seamlessly within an audit team and help to bring out the best in your colleagues, mentoring and coaching where necessary.

You may also have experience of:

- The public sector including knowledge of public finances and policy.
- Dealing confidently with stakeholders, including staff in audited bodies.

As your career develops you will:

- Demonstrate significant audit experience across the public sector.
- Possess an awareness of key on-going activities across the organisation, covering both audit and non-audit work.
- Be able to lead discussions with senior staff in audited bodies and stakeholder groups.
- Gain experience of dealing with difficult situations in a professional and effective manner.

## Person specification - specific knowledge and experience

Essential	S or I*
<ul style="list-style-type: none"> <li>You are a fully qualified accountant (CIPFA, ICAS, Other CCAB, CIMA or equivalent)</li> </ul>	S
<ul style="list-style-type: none"> <li>You think laterally and creatively to research and analyse complex problems</li> </ul>	S and I
<ul style="list-style-type: none"> <li>You use your judgement to present balanced findings and persuasive recommendations</li> </ul>	S and I
<ul style="list-style-type: none"> <li>You know how to bring out the best in a team (coaching/supervising/motivating to help them achieve their full potential).</li> </ul>	S and I
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>You have demonstrable external audit experience – preferably in a public sector environment</li> </ul>	S
<ul style="list-style-type: none"> <li>You will have practical experience of delivering audits to time, quality and cost (i.e. tight deadlines)</li> </ul>	S and I
<ul style="list-style-type: none"> <li>Experience of the public sector including knowledge of public finances and policy</li> </ul>	S and I
<ul style="list-style-type: none"> <li>You can deal confidently, and establish good relationships, with stakeholders</li> </ul>	S and I
<ul style="list-style-type: none"> <li>You have digital ICT audit experience.</li> </ul>	S

\*Knowledge and experience will be considered at the shortlisting stage (S) and at interview (I). Applicants must meet the essential criteria to be considered for interview.

## Other conditions

Audit Scotland is committed to ensuring that:

- We minimise our impact on the environment in accordance with Government policy affecting public sector organisations.
- We uphold the principles of equality, fairness & diversity.
- We all work within a safe environment and adhere to good standards of health & safety.
- All information is protected and managed appropriately.
- We maintain independence and political neutrality.

## Organisational position

