

Graduate Trainee Auditor

Professional Trainee Scheme
2022 intake



Overall purpose

We are Scotland's public sector auditor, independent of Government. We audit the financial statements of Local Authorities, Health Boards and Central Government bodies and evaluate their performance in delivering services and providing value for money. We all share a belief that public money should be spent wisely, making the lives of Scotland's people the very best they can be. It's important work and you'll be a valued member of our audit teams.

We employ around 320 exceptional professionals from different backgrounds and you don't need an Accountancy degree to become an auditor.

Our Graduate Trainee Scheme includes full sponsorship to become a qualified Chartered Accountant with ICAS. You'll get a prestigious, internationally recognised qualification, whilst being involved in varied and interesting work auditing public bodies in Scotland.

We currently have opportunities available across Scotland with our offices based in Edinburgh, Glasgow and Inverness. We also have a small team based in Aberdeen.

What you'll be doing

You will help contribute to delivering quality and relevant audit work across a range of clients and in doing so you will help contribute to the development and scoping of audit plans.

Promoting and developing great audits

- Undertake audit assignments in accordance with professional standards and Audit Scotland's Quality Assurance Framework.
- Contribute to the development of appropriate audit methodologies, tools (e.g. data collection questionnaires) and techniques (e.g. research and sampling) tailored to the audit scope and designed to deliver a sufficient and appropriate evidence-base for the audit work.
- Identify key points arising from audits and formulate sound conclusions and constructive recommendations and contribute to the drafting of accurate, clear and concise audit reports.

- Build strong relationships with staff in audited bodies and utilise these relationships to ensure successful outcomes that add credibility and value to the reputation and strategic aims of Audit Scotland.

Enabling impact, innovation and improvement

- Undertake a programme of professional training with a view to becoming professionally qualified, and complementing this with a personal development programme to help enhance your career prospects in Audit Scotland.
- You may be deployed across the organisation to provide specific expertise and contribute to project work in other areas - principally between Audit Services Group and Performance Audit & Best Value Group. This will normally be for a defined period on a rotational basis.
- Use professional and technical expertise and experience to challenge and support audited bodies to be accountable, to demonstrate sound governance and to achieve continuous improvement.

Creating the right environment, culture and ways of working that allow people to flourish

- Identify and develop relationships with key stakeholders to maintain an understanding of the developments affecting the context of the audit so that our work is valid, and our recommendations are realistic and capable of being implemented.
- Maintain good working relationships across Audit Scotland and participate in collaborative working for the benefit of the Auditor General for Scotland/Accounts Commission, audited bodies, and other stakeholders.

Person specification – specific knowledge and experience

Essential	S, I or A*
You will be educated to degree level with a minimum 2:1 in any subject or be in your final year of study and expected to achieve a 2:1.	S
A strong academic performance in both English and Mathematics.	S / A
Good communication and interpersonal skills to be able to build and maintain relationships across Audit Scotland and with external stakeholders.	I / A
You're self-aware and have the confidence to work using your own initiative but equally excel working as part of a team.	I / A
You will demonstrate a commitment to studying for a professional qualification and be able to divide your time between work and study effectively.	S / I
An interest in Audit Scotland, Auditing, Accountancy or the public sector	S / I
Knowledge of Microsoft Office packages	I / A
Sound analytical skills to be able to effectively gather, interpret and evaluate data and translate into clear and concise audit reports.	I / A

<p>Desirable</p> <p>Disciplined and organised with good project management skills to plan and carry out audit activities and meet key deadlines.</p> <p>You will demonstrate an ability to think laterally and creatively.</p>	<p>I / A</p> <p>I / A</p>
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*S = Shortlisting criteria

I = Interview criteria

A = Assessment / Exercise

