

Audit Officer

Performance Audit & Best Value Group, Band 1B



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 from audit sites across Scotland. Our offices are based in Edinburgh, Glasgow, Inverness and Aberdeen.

Overall purpose of the role

Our Performance Audit and Best Value Group (PABV) delivers audit products on issues such as public bodies' response to the Covid-19 pandemic, health and social care integration, digital transformation, community empowerment, inequalities, skills and training, economic development, and climate change. Our Best Value audits of councils look at important issues like how well they perform in delivering services to their communities. Our [work programme](#) is dynamic and refreshed on a regular basis to respond to changing circumstances.

Our work involves identifying audit risks affecting the Scottish public sector, scoping audit work to ensure it focuses on what matters, developing audit methodologies, gathering and assessing evidence (quantitative and qualitative), forming judgements and conclusions, and writing clear, evidence-based reports for the public and Scottish Parliament that include recommendations for improvement to public bodies.

As an Audit Officer in PABV, you will help deliver high-quality performance and best value audit work and help develop our work programme through research and data collection, and analysing, summarising and presenting information. You will contribute to planning, developing, and delivering our audits to a world-class standard. You'll build relationships and liaise with audited bodies and stakeholders, providing assurance which helps support improvement and focus on what's important.

What you will be doing

As a key team member working across a range of audits, you will:

- support the planning, development and delivery of audits
- gather audit evidence through a variety of approaches, evaluate the findings, and discuss with the audit team and audited bodies

- conduct data analysis using appropriate techniques to answer audit questions, and present findings with clarity
- assist with audit fieldwork, and summarise evidence and analysis to identify key themes and make audit judgements
- assist in the drafting and clearance of audit outputs
- keep up to date with new methodologies/analytical techniques as appropriate and share this knowledge with colleagues
- establish and maintain effective working relationships with audited bodies and stakeholders
- contribute to post publication activity, such as preparation for committees at the Parliament or audit committees in public bodies, presenting at conferences or producing data packs for publication on our website
- work flexibly as a member of teams working on audits, programme development and improvement projects
- collaborate with colleagues across Audit Scotland to support our one organisation ambitions and maximise the impact of our work.

Knowledge and experience

Educated to degree level, or with demonstrable relevant experience, you are focused and curious in your research and data analysis approach and can recommend practical solutions to problems, using your professional judgement and exercising professional scepticism.

You can use your research, information gathering and analysis skills to monitor developments in public policy and convert analysis into conclusions for discussion with other members of your team. You will be able to interpret and follow audit and technical guidance to carry out your work in line with our quality standards. You have good writing skills. You can contribute to audit outputs by summarising findings with clear and concise language that is accessible to a range of audiences.

You have good time management skills and can manage a varied workload with sometimes conflicting priorities. For example, working on more than one audit or project at a time with multiple deadlines and sometimes multiple managers. You can build and maintain positive relationships with your colleagues internally and with staff in other organisations, showing empathy and understanding. You know how to work seamlessly within a multi-disciplinary team and collaborate with your colleagues.

You have a plan that includes your own continuous development, inspiring others and helping Audit Scotland be a world-class organisation. You will undertake professional and personal development to maintain technical expertise, meet CPD requirements and enhance your career prospects at Audit Scotland.

Person specification - specific knowledge and experience

Essential	S, I, A*
<ul style="list-style-type: none"> You are educated to degree level or have demonstrable, relevant experience of working in one or more of the following areas: audit and scrutiny, research, strategy and policy, data analytics, service delivery, or business management. 	S
<ul style="list-style-type: none"> You are proficient in using Microsoft Office. 	S, A
<ul style="list-style-type: none"> You are data-literate and have developed research and analysis skills, including experience using data analysis tools (either code-based, interactive, or otherwise). 	S, I, A
<ul style="list-style-type: none"> You have good problem-solving skills that can generate effective solutions for audited bodies, stakeholders and colleagues. 	S & I
<ul style="list-style-type: none"> You have good communication skills and can summarise analysis clearly and present it in a way that is easy to understand. 	S & I
<ul style="list-style-type: none"> You have good time management skills and can manage a varied workload and conflicting priorities. 	S & I
<ul style="list-style-type: none"> You are capable of building and maintaining effective relationships with people internally and externally, showing empathy and understanding. 	S & I
Desirable	
<ul style="list-style-type: none"> You have experience communicating your findings in an engaging way using visualisations, BI tools, or other appropriate means. 	S & I
<ul style="list-style-type: none"> You have experience in understanding and analysing financial statements. You may be working towards a financial qualification (CIPFA, ICAS, other CCAB, CIMA or equivalent). 	S & I

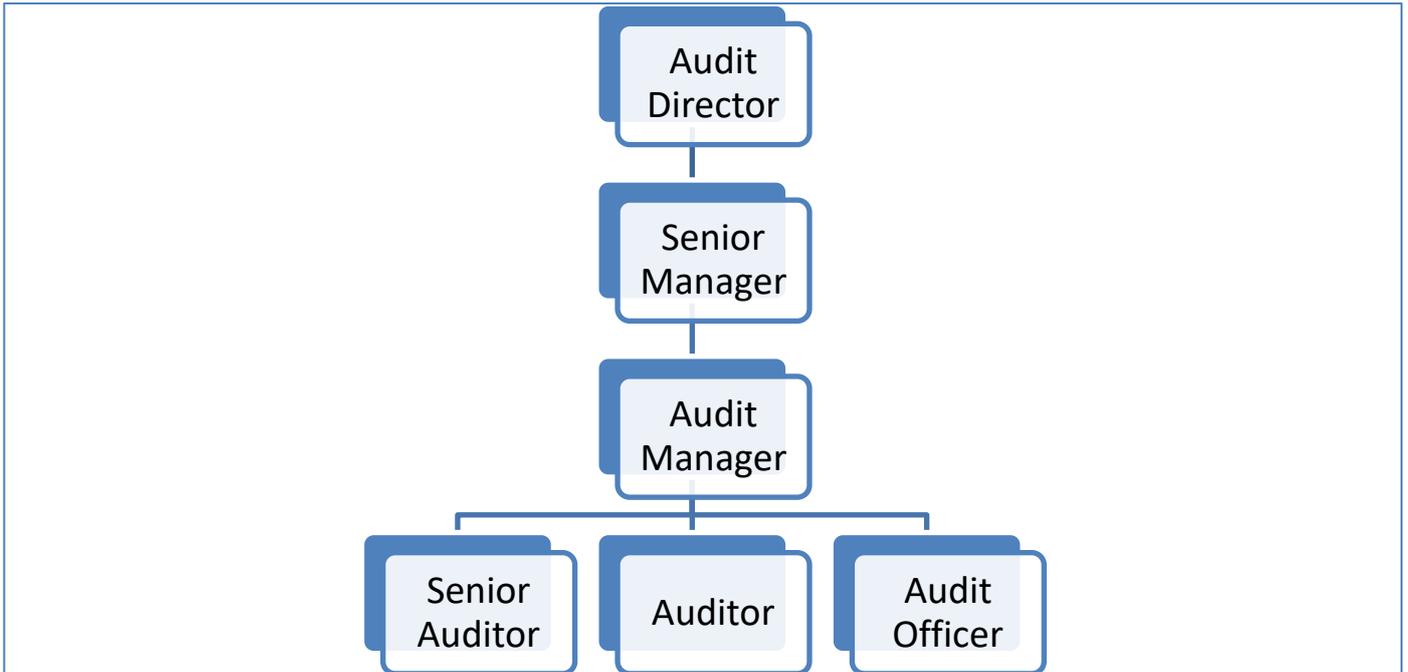
*S = Shortlisting criteria I = Interview criteria A = Assessment / Exercise

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



Updated: January 2022