

**RIBBLE VALLEY BOROUGH COUNCIL  
RESOURCES DEPARTMENT**

**PERSON SPECIFICATION**

**JOB TITLE: Internal Auditor**  
**REFERENCE NO: RES220**

ATTRIBUTES	ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS
<b>1. EXPERIENCE</b>	
Experience of working with computerised systems (particularly finance related).	<b>E</b>
Experience of working in an audit role.	<b>E</b>
Experience of working with and reporting to senior management.	<b>D</b>
Experience of working in an audit role within a local authority.	<b>D</b>
<b>2. QUALIFICATIONS</b>	
Educated to GCSE level, with an excellent standard of numeracy and literacy - total of 5 GCSE's including Maths and English at grade C (equivalent to the new grade 4) or above	<b>E</b>
Full Membership of the Association of Accounting Technicians (AAT) or equivalent financial qualification	<b>E</b>
<b>3. SKILLS/KNOWLEDGE</b>	
Ability to demonstrate tact, diplomacy and discretion, and also to deal with sensitive and confidential matters.	<b>E</b>
Excellent analytical skills and a methodical approach to work.	<b>E</b>
A clean, current driving licence and use of own car.	<b>E</b>
Good knowledge of audit techniques.	<b>E</b>
Excellent report writing skills.	<b>E</b>
Knowledge of local government internal audit section functions.	<b>D</b>
Excellent knowledge and ability to use Microsoft products e.g. Office, Word, Excel.	<b>E</b>

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Understanding of the importance of sound governance arrangements, and the role of risk management.	<b>D</b>
<b>4. PERSONAL QUALITIES</b>	
Excellent communication and inter-personal skills at all levels within the organisation.	<b>E</b>
Ability to work as part of a team, but also able to work on own initiative.	<b>E</b>
Able to work accurately and to strict deadlines.	<b>E</b>
Self motivated and the ability to show due professional care.	<b>E</b>