



JOB PROFILE

Post Title	Auditor
Directorate	Audit St Helena
Responsible to	Principal Auditor
Responsible for	None
Grade	Audit Cadre Grade B

Job Purpose

To undertake financial audits across SHG and other public entities in accordance with auditing standards.
To assist with performance audits to examine whether value for money is secured in the use of resources.

Key Tasks

1. Undertake financial audit work across in accordance with instructions and the financial audit manual.
2. Conduct audit testing on control systems and financial statement balances to test identified risks in accordance with audit programmes.
3. Assist with performance audits investigating whether resources have been used with proper regard to economy, efficiency and effectiveness.
4. Prepare audit working papers and reporting outputs to meet professional requirements.
5. Manage own performance and team contribution.

Key Responsibilities

1. Perform audit procedures under supervision compliant with the financial audit manual including:
 - a. Identify risk of material misstatement in financial statements
 - b. Document and evaluate accounting system controls
 - c. Design and perform audit procedures responsive to assessed risk
 - d. Analyse and interpret audit evidence and draw rational conclusions
 - e. Report findings and make recommendations for improvement



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2. Assist with the delivery of performance audit work compliant with the performance audit manual and guidance.
3. Ensure that audit work meets quality requirements and documentation standards.
4. Protect the confidentiality of audit files and client information.
5. Manage own time and performance to ensure that assignments are completed within budget and timetable.
6. Develop own professional competence including knowledge and application of financial auditing standards.

Core Competencies

- **Professional development (i)**

n/a

- **Planning and delivery of work (ii)**

Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme

- **Analysis and use of information (iii)**

Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.

- **Decision making (iii)**

Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines. Assembles available knowledge to ensure evidence based decisions.

- **Working with others (ii)**

Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements. Raises difficult issues with others in order to resolve them.

- **Communication (ii)**

Can write clearly without spelling or grammatical errors. Uses jargon free language. Is able to record factual information accurately.



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- **Influencing and persuading (iii)**

Encourages and provides constructive feedback to improve performance. Ensures alternative approaches to work are effective in meeting the organisation and individual needs Remains constructive when disagreeing or challenging. Challenges inappropriate employee behaviours.

- **Dealing with change (ii)**

Sees change as an opportunity. Supports colleagues in understanding change Participates readily in change initiatives. Assists others to accommodate change. Focuses on benefits to self and/or others.

- **Continuous improvement (ii)**

Makes business and efficiency improvements through use of appropriate systems and tools. Shares knowledge and experience with others. Manages own development and performance. Learns lessons from both successes and failures

- **Managing resources (ii)**

Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.

Special Conditions

Undertake the Foundations in Accountancy programme leading towards the Diploma in Accounting and Business, and on to either CAT membership or entry into the ACCA professional programme, in own time in addition to workplace study allowance.

May be required to work outside of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
Qualifications				
GCSE Maths and English grade C or above	E			
ACCA Diploma in Financial and Management Accounting (RQF Level 2)	E			
ACCA Diploma in Financial and Management Accounting (RQF Level 3 or higher)	D			
GCSE ICT or Business Studies grade C or above	D			
A or AS level Maths grade C or above	D			
Class A Driver's Licence	D			
Skills & Abilities				
Intermediate level analysis of information	E			
Good IT skills and proficient in particular in the application of MS Word and Excel	E			
Effective verbal communication skills with the ability to relate effectively with clients as the main point of contact	E			
Effective written skills required to document audit working papers in accordance with manuals and professional standards; drafting clear and succinct audit findings and recommendations	E			
Good interviewing and negotiating skills	E			
Ability to design and deliver presentations	E			
Good project planning and management skills	E			
Good interpersonal skills with the ability to relate to all across SHG	E			
Intermediate level financial management skills	E			



PERSON SPECIFICATION

	Essential/ Desirable	Application	Interview	Assessed
Experience				
A minimum of 2 year's recent experience in the fields of audit or finance or equivalent academic study.	E			
Core Competencies				
Professional development (i)	E			
Planning and delivery of work (ii)	E			
Analysis and use of information (ii)	E			
Decision making (iii)	E			
Working with others (ii)	E			
Communication (ii)	E			
Influencing and persuading (iii)	E			
Dealing with change (ii)	E			
Continuous improvement (ii)	E			
Managing resources (ii)	E			
(As per job profile)				
Job Competencies				
Familiarity with and ability to apply in practice: <ul style="list-style-type: none"> International Standards on Auditing (ISAs) Financial Accounting Standards (IPSAS & IFRS) Ethical Standards (IESBA Code) <p>These can be developed through training and on the job learning</p>	E			



PERSON SPECIFICATION

	Essential/ Desirable	Application	Interview	Assessed
Personal attributes				
Highly self-motivated	E			
Effective team player	E			
Ability to apply objective judgement	E			
Effective strategic thinking	E			
Responsive to change	E			
A creative approach to problem solving	E			
Ability to prioritise work to meet deadlines	E			
Able to maintain confidentiality and deal with sensitive issues appropriately	E			