



Graduate Programme: Job Description

Job title	Audit Trainee
Location	Wales
Competency function	Audit Trainee

Job Description

Main accountabilities

- To assist in the delivery of financial statements audit and value for money work at audited bodies in compliance with Audit Delivery Manuals.
- The job involves working as part of a team to complete, or assist in the completion of audit tasks in line with agreed procedures.
- As a trainee team member, typical activities include the audit of financial systems and financial statements, research, data collection and analysis of data.

Knowledge, skills and experience

- Studying towards a CCAB Accountancy Qualification.
- Developing an understanding of public sector audit, value for money and accounting issues.
- A good understanding of the challenges facing the public sector in Wales and the role of the public sector auditor in holding to account and promoting improvement.
- An understanding of audit and accounting standards and their application to the public sector, including emerging and technical issues.
- Effective time management skills particularly the ability to work across a number of audits at any one time.
- Good oral and written communication skills.
- Good analytical skills and the ability to demonstrate sound professional judgement.
- Ability to form and develop effective working relationships with audited bodies officers and WAO colleagues alike.

Communication

- Present a confident and professional image with colleagues and audited bodies.
- Convey information clearly, concisely and accurately, both orally and in writing.
- Prepare good quality audit working papers for review.
- Demonstrate good written skills, including use of plain English, for the production of clear, accessible and succinct reports (or contribution to other's reports).
- Excellent attention to detail and accuracy for proof reading correspondence and formatting reports containing high risk, complex or confidential information

Job Description

Management and delivery

- Delivering audit tasks within agreed timescales, budgets and in accordance with the Audit Delivery Manuals.
- Take a planned approach to work and contribute effectively to more than one team.
- Learning to evaluate systems, identify weaknesses and suggest improvements
- Conduct fieldwork across a range of account areas.
- Learning to identify findings and develop meaningful recommendations which are based on audit evidence.
- Submit well organised and well written documentation for review.

Autonomy, analysis and decisions

- Able to act on own initiative but knowing when to seek supervision and guidance from colleagues.
- Generate ideas, advise and influence the shape of national studies, audits and corporate work.
- Works according to agreed WAO processes.

General Requirements

All employees are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues, clients and partner organisations.
- Help maintain a safe and healthy work environment by demonstrating safe working practices.
- Remain flexible, engaged and willing to accept new challenges.

Competency area	Group
Communicating and influencing	1
Results delivery/continuous improvement	1
Teamwork and team leadership	1
Understanding and developing the business	1
Technical/job knowledge	1
Analysis, problem solving and critical thinking	1
Personal effectiveness and leadership	1

Welsh Language Skills

The following Welsh language skills are desirable for this role. Please refer to our [language skills matrix](#) for a description of the various skill levels. Please contact the Wales Audit Office if you would like to discuss the nature of the Welsh language skills specified for this role.

Skill Area	Level
Speaking	4
Listening	4
Reading	4
Writing	3