



**Date issued:** September 2019

## Recruitment Pack: Graduate Trainee Auditor

### Background information

Public services are at the heart of society in Wales. They improve people's quality of life when they work well, but when things go wrong whole communities can suffer. And that's where the Wales Audit Office comes in. Our staff and work support the Auditor General is the public sector watchdog for Wales.

As a place to work - we are a little different. We genuinely care about our people, offering a welcoming culture and an environment that encourages a positive work life balance. Plus, our work in making public money count is helping make a difference to our public services and communities in Wales.

If you choose to join us; you will be fully supported over a four year training programme to achieve an internationally recognised and highly acclaimed [ICAEW accountancy qualification](#). You will benefit from the opportunity to develop many other skills including leadership, critical thinking and emotional intelligence culminating in an [ILM qualification](#).

Working within teams across the Wales Audit Office, you will have opportunities to gain knowledge and experience in various aspects of our audit work.

In addition, our Graduate Programme offers the unique development opportunity to complete secondments; this could be internally or across the wider public sector and to other publicly funded organisations.

### Who we're looking for

Regardless of degree discipline, we are looking for individuals with a very good academic background who are committed to improving public services and see themselves as the future leaders within the public sector in Wales.

If you have an impressive academic record with a minimum of a:

- A second-class degree in any discipline
- Good academic results at A level
- Good GCSEs, including grade B in English and Maths

If you are naturally inquisitive, enjoy team work, have an interest in public services and want to train as an accountant then our graduate role is the one for you.

We are also looking for someone who can demonstrate:

- a commitment to working within the public sector in Wales

- naturally inquisitive, confident to challenge and to be challenged but in a professional manner;
- show excellent attention to detail while being able to see the bigger picture;
- demonstrate motivation and commitment to become an accountant ;
- demonstrate a team working ethos; and
- have a desire to continually develop yourself and ensure your knowledge and skills are kept up to date; and
- a driver's licence or the willingness to learn

Whilst we're looking for individuals with a very good academic record, we will also be considering what else the applicant has to offer – be it personal or professional achievements. We are genuinely interested in who you are, your strengths and your potential.

Further information about the skills and abilities required for the role can be found in our job description.

## Why apply

The Graduate Programme is designed to equip you with the knowledge, skills and confidence to undertake a wide range of financial audit work as well as undertake value for money reviews.

In addition to enjoying the employee benefits, such as:

- starting salary of £20,504
- fully paid accountancy training and student membership of ICAEW
- first class accountancy training with an external provider, with exam pass rates above the national average
- travel allowance of £3,350 (subject to eligibility criteria)
- salary advance of up to £1500 for a tenancy deposit
- 33 days annual leave (plus public holidays)
- buying and selling annual leave (following the first anniversary of joining)
- access to the Civil Service Pension Scheme
- flexible working arrangements

## Study package

This will include full financial support -membership subscription, tuition/revision, study material, examination entry. This package helps you study towards a recognised professional accountancy qualification (we are accredited as a training organisation with Association of Chartered Certified Accountants (ACCA), Chartered Institute of Public Finance and Accountancy (CIPFA) and Institute of Chartered Accountants in England

and Wales (ICAEW)). Please note, we are currently supporting graduates through the ICAEW route.

## Network of support

In addition to the support of your peers, you will be allocated:

- a line manager who will not only provide you with general support and guidance but will act as your professional studies counsellor who will have a critical role to play in developing and supporting you throughout your professional studies; and
- a buddy to help ease you into your new role as well as providing on-going informal support, introducing you to a social network and being a starting point for general queries; and

You will get support, encouragement and opportunities to grow. You will join people who are as enthusiastic about your development as you are and who are just as keen to see you do well.

## What you'll be doing

Our trainees work with a number of teams across the audit services team as well as other business areas such as our Finance team. You will gain knowledge and experience in the different technical aspects of our audit work, for example the external audit at a number of different clients from across the public sector, grants certification work, data analytics, governance and value for money work.

You will also learn how to establish and maintain good working relationships both internally and externally. You will do this alongside studying for your accountancy qualification and being supported in a full learning and development programme. While our client base is Wales wide, our staff are based within geographical areas (South Wales, North Wales and West Wales) and are expected to travel to various client offices throughout this geographical area. Therefore, the ability to drive or learning to drive is an essential requirement of this role. Reasonable adjustments will be considered for those unable to drive due to an impairment.

## Welsh Speakers

While the ability to communicate in Welsh is not an essential requirement for a Graduate Trainee, those applicants who are Welsh speakers will need to have the ability to communicate effectively in Welsh, both verbally and in writing, as well as to understand and interpret Welsh documents. Should you wish to discuss the level of Welsh language ability required, please contact us.

## Selection Process

### Application

Use the application form to apply. We're looking for how your studies and/or previous experience in work or outside interests makes you suitable to start a career as a Graduate Trainee.

In your application we are looking for evidence of:

- your current qualifications meeting the minimum standard; and
- your current and past studies or previous experience to show you are suitable to complete audit work.

In your responses to the questions we are looking for evidence of:

- a commitment to working within the public sector in Wales;
- motivation and commitment to train as an accountant;
- a team working ethos;
- excellent attention to detail;
- good communication skills; and
- an innate inquisitiveness, with the ability to see flaws in logic.

Please ensure you complete all sections of the application form in particular please ensure that you provide details of all necessary academic qualifications for eligibility for this role. Failure to complete the application form accurately may result in you being sifted out of the process.

### Eligibility

Please ensure that you read the eligibility criteria in the job description. All applications will initially be sifted against the eligibility criteria. Applications that do not meet these criteria will be sifted out of the process.

International qualification equivalents: if you were educated outside of the UK, please state the actual qualifications you obtained without translating them into the UK equivalents. However, we expect all candidates to ensure their qualifications match the academic criteria we are looking for.

### Stage 1: online application

We will initially review your application to ensure it matches our academic requirements. If you meet the academic requirements, we will assess your responses to four skills-based questions. These questions will assess you against the core skills we are looking for (set out above) and we'll be looking for specific examples of when you have demonstrated them. Examples could be from (but are not limited to) your time at

university/school or work experience such as part time jobs at school or university, or any extracurricular activities you have been involved in.

**TIP:** Each question has a 250-word limit, allowing you to provide detailed examples. We don't have a minimum word limit, but answers which are very short are unlikely to demonstrate the behaviour we are looking for in sufficient detail, so be sure to write a reasonable amount.

**Please note:** all 4 questions carry equal marks. We are always impressed by people who are enthusiastic about the work of the WAO and how they feel they can contribute to it, so we would encourage you to do some research and think about how you picture yourself working with us.

Once completed, your answers are marked by our trained screeners. If you meet the minimum mark required, you will be progressed to Stage 2.

At this point we will also invite you to complete on line psychometric tests.

**TIP:** We recommend you do at least one practice of each test first before completing the tests. This will give you a feel for the types of questions asked and how long they will take you to answer. It's a great way to prepare, helping you relax and perform to the best of your ability.

## Stage 2: assessment centre

This will involve a number of individual and group exercises where you are assessed against the job description and the values and behaviours. Further details regarding the assessment centre will be provided if you are invited to attend.

If you are successful at the assessment centre, you will be invited to stage 3 of the assessment process.

## Stage 3: final interview

The final interview is a panel-based interview which will also provide you with the perfect opportunity to ask us any questions about our organisation and the training programme.

## Stage 4: offer

Successful applicants will have performed well in all aspects of the assessment process. If you are successful, we will make you an offer conditional upon a number of pre-employment checks including security and verification of your academic grades entered on your application.

Feedback will only be provided if you attend an assessment centre.

## Further information

If you have any questions regarding, our Graduate Programme, selection process or have any specific requirements, please contact Sian Grainger, Graduate Trainee and Apprentice Co-ordinator on 07814 604515 or email [trainee.recruitment@audit.wales](mailto:trainee.recruitment@audit.wales)

## Job Description

<b>Date</b>	June 2018	<b>Job title</b>	Graduate Trainee
<b>Reports to</b>	Audit Manager	<b>Direct reports</b>	N/A
<b>Location</b>	Wales	<b>Pay Band</b>	Trainee
<b>Ability to drive</b>	Yes	<b>Welsh language requirements</b>	Desirable
<b>Contract type</b>	4-year fixed term	<b>Closing Date</b>	2 January 2020

## Job Purpose

Working as part of a supportive team, you will be involved in the external audit of a range of Welsh public-sector bodies, including local government, NHS bodies and the Welsh Government and its related organisations.

You will also train to achieve a recognised accountancy qualification Institute of Chartered Accountants in England and Wales (ICAEW).

## Main Duties

- To successfully complete the ICAEW qualification.
- To successfully complete the ILM qualification.
- To assist in the delivery of financial audit and value for money work at Audited Bodies in compliance with the Wales Audit Office standards.
- Working as part of a team to complete or assist in the completion of audit tasks in line with agreed procedures.
- Working as part of a project team who contributes to research and data collection and analysis of data.
- Any other duties commensurate with role.

## Key Results Areas

- The supported delivery of audit activities to time, budget and quality.
- Successful completion of ICAEW qualification.
- Successful completion of the ILM training

## General

### **Our Values and behaviours**

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

### **Confidentiality and Information Security**

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and the WAO Disciplinary Policy.

### **Equality**

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The WAO is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

### **Health and Safety**

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

### **Security Checks**

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all mobile staff are subject to security vetting arrangements to CTC (counter terrorist check) security level.

### **Dignity at Work**

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the WAO Dignity at work policy.

### Welsh Language

In line with Welsh Language legislation and in compliance with the Welsh Standards, the WAO must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. All job descriptions will detail whether the ability to speak Welsh is an essential requirement. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements.

The following Welsh language skills are desirable for this role. However, as we are recruiting for multiple graduate trainees working in various locations across Wales, a small number of these roles will be Welsh essential. Please refer to our [language skills matrix](#) for a description of the various skill levels. Please contact the WAO if you would like to discuss the nature of the Welsh language skills specified for this role.

Welsh language skills - desirable

Reading - can read some routine work-related material with support e.g. dictionary

Spoken - can hold some work-related conversations

Understanding - can understand routine work-related conversations

Written - can prepare routine work-related material with checking

This job description sets out the main duties of the role, these duties may vary from time to time without changing the general nature of the post or the level of responsibility. Such variations are a common occurrence and do not automatically require a reconsideration of the grading of the post.

## Person Specification

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
<b>Qualifications</b>		
Degree Level – minimum of a second class	<b>Essential</b>	<b>Application (S)</b>
Very good academic achievement at A Level or equivalent qualification	<b>Essential</b>	<b>Application (S)</b>
Minimum of 5 GCSEs (Grade A*-C), including Maths and English language at grade B or above or equivalent qualification	<b>Essential</b>	<b>Application (S)</b>
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>Ability to develop and maintain positive and professional working relationships with audited bodies officers and Wales Audit Office colleagues alike</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Good analytical skills and the ability to demonstrate sound professional judgement</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Effective time management skills particularly the ability to work across a number of audits at any one time</li> </ul>	<b>Desirable</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>An understanding of audit and accounting standards and their application to the public sector, including emerging and technical issues</li> </ul>	<b>Desirable</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>An understanding of the role of the public-sector auditor in holding to account and promoting improvement in public services</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Has an understanding of the role and function of the public sector in Wales, the challenges it currently faces and the related political environment</li> </ul>	<b>Desirable</b>	<b>Application form (S)/Assessment Centre</b>
<ul style="list-style-type: none"> <li>Good verbal and written communication skills, conveying information clearly, concisely and accurately</li> </ul>	<b>Essential</b>	<b>Application form (S)/ Assessment Centre</b>
<ul style="list-style-type: none"> <li>Ability to drive or be able to drive within the probation period. Reasonable adjustments will be considered for those unable to drive due to an impairment</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>

<b>Requirement</b>	<b>Essential or Desirable</b>	<b>How Tested (S) used at Shortlisting</b>
<ul style="list-style-type: none"> <li>Present a confident and professional image with colleagues and audited bodies</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Excellent attention to detail and accuracy for proof reading correspondence and formatting reports containing high risk, complex or confidential information</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>An aptitude to learn to evaluate systems, identify weaknesses and suggest improvements</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Sound questioning and listening skills to understand views of others</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>An aptitude to generate ideas, advise and influence the shape of national studies, audits and corporate work</li> </ul>	<b>Desirable</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Is proficient in the use of MS Office software applications, in particular Word and Excel</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Ability to work flexibly and manage own time effectively to ensure work is completed to appropriate standards and timescales as set out by others</li> </ul>	<b>Desirable</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Works effectively, enthusiastically and engaged as a member of a team</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>Displays self-awareness and willingness to learn from experience and continually acquire and apply new and relevant knowledge and skills.</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Enthusiastic and highly motivated</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Pro-active approach to your work with a willingness to learn</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Able to act on own initiative but knowing when to seek supervision and guidance from colleagues</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>Flexible and adaptable to changing priorities/challenges</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>An interest in pursuing a finance career in the public sector</li> </ul>	<b>Essential</b>	<b>Application Form (S) and Assessment Centre</b>

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
<b>General</b>		
<ul style="list-style-type: none"> <li>An awareness and a commitment to equality and diversity</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>An awareness and commitment to the arrangements for health and safety</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>A commitment to the values and behaviours of the Wales Audit Office</li> </ul>	<b>Essential</b>	<b>Assessment Centre</b>
<ul style="list-style-type: none"> <li>An ability to speak Welsh</li> </ul>	<b>Desirable</b>	<b>Assessment Centre</b>