



Person Specification			
Post title	Senior Auditor	Grade / Salary	L/M

**\*\*\* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \*\*\***

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Extensive experience in an internal audit or similar role	CV/I
S2	Experience of using Microsoft Office/Microsoft 365/Microsoft Excel	CV/I
S3	Understanding of public sector internal audit requirements	CV/I
S4	Experience of managing other employees	CV/I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	CV/I
P2	Flexibility to work additional hours during peak periods of work	CV/I
P3	Ability to manage workloads to ensure the timely and accurate completion of tasks in accordance with agreed deadlines.	CV/I
<b>Communication</b>		
C1	Ability to communicate information effectively including written and oral communications	CV/I
<b>Qualifications</b>		
Q1	Part Qualified Professional Audit or Accountancy qualification	CV/C

June 2024





Knowsley Council

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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