

**RIBBLE VALLEY BOROUGH COUNCIL
RESOURCES DEPARTMENT**

PERSON SPECIFICATION

JOB TITLE: Internal Audit Assistant
REFERENCE NO: RES181

ATTRIBUTES	ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS
1. EXPERIENCE	
Ability to work alone without close supervision, using own initiative.	E
Ability to communicate with staff at all levels of the organisation.	E
Experience of computerised financial systems.	E
Experience of working within an audit team.	D
Experience of working in a local government environment.	D
2. QUALIFICATIONS	
Excellent numeracy and literacy skills – Five GCSEs at Grade C or above, including Maths and English.	E
Willingness to study for the Association of Accounting Technician (AAT) qualification.	E
3. SKILLS/KNOWLEDGE	
Ability to deal with sensitive and confidential matters.	E
Excellent knowledge and ability to use Microsoft products e.g. Office, Word, Excel.	E
Ability to exercise tact and diplomacy.	E
Excellent communication skills.	E
Possess excellent report writing skills.	D
Appreciation of the activities of an internal audit section.	D
Full UK driving licence and access to a car for work purposes.	D
4. PERSONAL QUALITIES	
Self motivated and ability to show due professional care.	E
Inquisitive nature.	D