

INFORMATION PACK – TRAINER / AUDITOR

14th November 2018

Thank you for taking an interest in the roles of auditor/trainer here at the Suffolk Association of Local Councils (the Association). This is an exciting opportunity for anyone who is looking to develop their career in this important tier of the public sector.

The Association is refreshing its approach to training by creating a framework that has clearer lines to the Certificate in Local Council Administration (CiLCA) and The Local Council Award Scheme (LCAS). On average the Association delivers approximately 60 courses per annum to over 300 delegates on a range of subjects and in 2019 this is set to expand as we start to introduce new topics.

Our internal audit service has been growing over the past 12 months and this year we saw a record number of councils using this high quality, independent and cost-effective service. In order to keep up with demand we need new auditors to join the team.

Joining the Association's suite of experts is an opportunity to work with like-minded people who have experience of how local councils work. The Association has an excellent reputation for high quality training and advice that supports professional development for local councils in Suffolk.

If you have commitment, energy, drive and determination I would encourage you to find out more about this opportunity to work as part of our specialist team.

Sally Longmate

CEO, Suffolk Association of Local Councils



INTRODUCTION

The Suffolk Association of Local Councils was formed in 1950 and is a not-for-profit organisation supporting the first tier of local government. At the core is knowledge and experience that protect, advise and support the corporate interests of Suffolk's local councils. Understanding this important layer of the public sector, and a proven track record for providing member services, makes our Association the first port of call when it comes to local Council business.

WHY WORK WITH SALC?

- You will be joining a group of independent specialists who are committed to delivering high quality services.
- You will develop your skills working alongside like-minded colleagues.
- You will remain independent.
- You will have the opportunity to help continually improve the Association's services and in particular member benefits.

APPLICATION PROCESS

To apply send your CV to admin@salc.org.uk accompanied by a 500 word statement, for each role you are interested in, that explains:

- Why you are interested in the position.
- How your experience matches the personal specification below.
- Anything else you can add to persuade us you are the right person for the job.

Please also attach a reference from somebody who has worked with you recently in a local council context.

The closing date is close of business on 4th January 2019. You will receive an email acknowledgement on receipt of your application. Successful candidates will be informed within 2 weeks of the closing date.

CONDITIONS

Trainers will be contracted under a service level agreement to deliver training on a fixed fee basis, plus travel expenses, as follows:

Training	Trainer Fees from 1 April 2019
2-hour session	£58
2.5-hour session	£72

3-hour session	£78
4-hour session	£85
Whole Day (week) 6-hours	£115
Whole Day (weekend) 6-hours	£143

Auditors will be contracted under a service level agreement to conduct internal audits on a fixed fee basis, plus travel expenses, as follows:

Income	Auditor Fees from 1 April 2019
Up to £5,000	£65
£5,001 to £15,000	£95
£15,001 to £25,000	£120
£25,001 to £50,000	£145
£50,001 to £100,000	£170
£100,001 to £200,000	£215
£200,001 to £300,000	£255
£300,001 to £400,000	£300
£400,001 to £500,000	£345
£500,001 and above	£395

To ensure consistency in the quality of service the Association offers to members, you will be required to attend a training workshop. In addition you will buddy up with an experienced trainer/auditor who will organise additional support prior to you working independently.

SALC TRAINER ROLE

Present SALC/NALC approved learning modules to both small groups with potential interaction and to large groups with limited interaction

Performance Criteria:

- Information is clear and accurate and presented in a tone, manner, pace and style appropriate to the needs and capabilities of learners
- Visual support materials are legible, accurate and used in a manner which enhances the clarity of the information presented
- Learners are encouraged to ask questions, seek clarification and make comments at identified and appropriate stages in the workshop/training event
- Clear and accurate supplementary and summary information is provided on request and where appropriate to reinforce key learning points
- Visual aid equipment is operated in a manner which enhances learning
- Room layout allows for maximum visibility
- The needs of all delegates are taken into consideration

Person Specification:

- CiLCA Qualified
- Min 5 years' clerk experience or evidence of other suitable skills and experience
- Good presentation and facilitation skills
- Excellent interpersonal and communication skills
- Smart dress (professional and well presented)
- Good time management:
 - Tutors are required to arrive at least 30 mins before the start of the session
 - Sessions to start and end on time where possible
- Available for daytime, evenings and some Saturdays
- Own transport and willing to travel within Suffolk

Ongoing:

- Training will be given where necessary
 - Keep own knowledge in the relevant subjects up to date (attend training where possible)
 - Attend occasional trainer meetings
 - Feedback from delegates on effectiveness of training
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SALC INTERNAL AUDITOR ROLE

To work as part of a small team to assist in the delivery of an independent, effective and efficient Internal Audit Service at the Suffolk Association of Local Councils.

Performance Criteria:

- To conduct systems or risk-based audits in accordance with The Practitioners' Guide ('the guide') as issued by the Joint Panel on Accountability and Governance (JPAG) to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return Proper Practices
- To undertake planned internal audit assignments using the risk-based audit approach / appropriate audit techniques / methodologies as indicated by the Lead Internal Auditor.
- To assess control environments / assurance frameworks by:
 - challenging and verifying information obtained
 - evaluating risk and controls
 - drawing conclusions
 - documenting and reporting findings
 - recommending actions
- carrying out reviews to determine the extent to which audit recommendations have been implemented
- To provide professional, technical advice and guidance on financial audit, risk, control and governance matters
- To advise on the adequacy and effectiveness of the internal control framework to help councils meet their objectives and manage the risks facing the council
- To keep under review new developments in internal audit and related professional fields and to make periodic recommendations to senior audit team
- To undertake the duties in such a way as to enhance and protect the reputation and public profile of Suffolk Association of Local Councils

Person Specification (essential):

- Excellent presentation and communication skills, both verbal and written
- Strong organisational skills
- Ability to prioritise
- Good numeracy skills
- CiLCA qualified
- An excellent working knowledge of Microsoft Office products – eg Word, Excel
- Knowledge of finance, budgets and purchasing procedures
- Experience in providing general administrative and financial management support
- Minimum five years' clerk experience or evidence of other suitable skills and experience
- Ability to work independently on own initiative and to contribute as part of a team
- Willingness and ability to be flexible

- Ability to get on well with a wide variety of people
- Conviction and confidence to make recommendations based on findings

Person Specification (desirable):

- Experience of using Omega/Sage or other financial applications
- Keen analytical ability
- Knowledge of The Practitioners' Guide ("the guide") as issued by the Joint Panel on Accountability and Governance ("JPAG")
- Experience of working in local government and/or within a finance-based environment
- Experience of acting as a Responsible Financial Officer or similar
- An interest in issues relating to local government and democracy
- Amenable manner for interviewing and investigating

Ongoing:

- Training will be given where necessary
- Keep own knowledge in the relevant subjects up to date (attend training where possible)
- Attend occasional trainer meetings
- Feedback from delegates on effectiveness of training