

Disgrifiad Swydd

Teitl y Swydd: Swyddog Atal Twyll

Gradd Cyflog: 11 £42,839 - £45,091 yr flwyddyn

Lleoliad: Canolfan Rheidol, Aberystwyth

Cyfeirnod at ddibenion gwerthuso'r swydd: JD 1883-01

Prif ddiben y swydd:

Cynorthwyo'r Rheolwr Corfforaethol – Archwilio Mewnol (y Prif Archwilydd Mewnol) i ddarparu gwasanaeth atal twyll proffesiynol ar gyfer y Cyngor drwy hybu diwylliant sy'n ymwneud ag atal twyll, cynnal ymchwiliadau i adroddiadau o dwyll o fewn y Cyngor ac yn erbyn y Cyngor, a chynnal ymarferion rhagweithiol o ran atal twyll a chamgymeriadau, gan gynnwys ymarfer paru data'r Fenter Twyll Genedlaethol.

Yn gyfrifol am nodi gweithgareddau twyllodrus o fewn y sefydliad, ymchwilio iddynt a'u lliniaru. Dadansoddi data, monitro trafodion, a rhoi strategaethau ar waith i atal twyll.

Gweithio'n agos gydag amrywiol adrannau i sicrhau y cydymffurfir â'r gofynion rheoleiddiol ac i amddiffyn asedau'r sefydliad.

Sicrhau bod trefniadau'r Cyngor ar gyfer atal a chanfod twyll yn effeithiol.

Prif dasgau a chyfrifoldebau:

- Cefnogi'r Rheolwr Corfforaethol – Archwilio Mewnol i ddatblygu a chynnal strategaeth atal twyll, llwgrwobrwyo a llygredigaeth a'r protocol cysylltiedig, gan gynnwys chwilio am gyfleoedd i godi ymwybyddiaeth o dwyll, hyrwyddo diwylliant sy'n ymwneud ag atal twyll, hybu eiriolwyr dros atal twyll, a chyfrannu'n ymarferol at y nod o weld newid ehangach yn agweddau'r cyhoedd a'r staff tuag at dwyll.
- Cefnogi'r Rheolwr Corfforaethol – Archwilio Mewnol i ddatblygu a chyflwyno Cynllun Gweithredu Atal Twyll y Cyngor gan sicrhau bod sylw yn cael ei roi i'r prif feysydd risg ac y gellir rhoi sicrwydd i'r uwch-reolwyr am effeithiolrwydd yr amgylchedd rheoli mewnol, y trefniadau llywodraethu a'r mesurau rheoli risg.
- Cefnogi'r Rheolwr Corfforaethol – Archwilio Mewnol i hyrwyddo materion sy'n ymwneud ag atal twyll a gwaith yr Adain Archwilio Mewnol, gan feithrin perthynas waith dda ag eraill er mwyn gwella'r modd y mae'r Cyngor yn darparu ei wasanaethau.
- Cydlynu Asesiad blynyddol o'r Risgiau sy'n gysylltiedig â Thwyll ar draws yr awdurdod a monitro'r Gofrestr Risgiau o ran twyll.
- Gweithredu fel y prif gyswllt ar gyfer y Fenter Twyll Genedlaethol, gan fod yn bennaf gyfrifol am weinyddu'r ymarfer, a fydd yn cynnwys cysylltu â'ch cydweithwyr ar draws y Cyngor a chysylltu â Swyddfa'r Cabinet ac Archwilio Cymru yn allanol, yn ogystal â chynnwys defnyddwyr newydd a chadw defnyddwyr presennol ar borth y Fenter Twyll Genedlaethol.

- Cyflawni gofynion mandadol ymarfer blynyddol y Fenter Twyll Genedlaethol, a fydd yn cynnwys casglu ac uwchlwytho data'r Cyngor i borth y Fenter Twyll Genedlaethol yn unol â'r manylebau.
- Cyflawni gwaith dadansoddi sy'n seiliedig ar risg ac ymchwilio i'r data a barwyd, gan eu trosglwyddo i'r gwasanaethau fel y gellir ymchwilio iddynt, lle bo hynny'n berthnasol, ac adrodd am ganlyniad hyn i'r Fenter Twyll Genedlaethol a'r Pennaeth Archwilio a Risg.
- Ymgymryd â rôl ragweithiol o ran atal a chanfod twyll ar draws yr Awdurdod .
- Ymchwilio i honiadau o dwyll, llygredigaeth a llwgrwobrwyo sy'n cael eu hamau yn unol â'r ddeddfwriaeth a pholisi a gweithdrefn y Cyngor, gan gynnwys paratoi a chadw ffeiliau cynhwysfawr o dystiolaeth sy'n cael eu casglu fel rhan o ymchwiliadau a chyflwyno'r rhain i'r Rheolwr Corfforaethol – Archwilio Mewnol gydag argymhellion perthnasol i'w hystyried.
- Monitro a dadansoddi trafodion er mwyn nodi gweithgareddau amheus.
- Datblygu dulliau gweithredu a thechnegau i ganfod twyll gan roi'r rhain ar waith.
- Monitro a dadansoddi honiadau o dwyll a ddaw i law drwy weithdrefn y Cyngor ar gyfer adrodd am dwyll. Brysbennu honiadau o dwyll gan ddefnyddio'r mynediad sydd gennych i systemau a gwybodaeth y Cyngor, cyn eu trosglwyddo i'r Rheolwr Busnes priodol fel y gellir ymchwilio'n iddynt ymhellach a gofyn am adroddiad ar y canlyniad.
- Cynnal archwiliadau ac asesiadau risg rheolaidd i nodi'r risgiau a allai fod yn gysylltiedig â thwyll.
- Fel y bo angen, cynorthwyo â chynllunio, rheoli, goruchwylio ac adolygu gwaith cydweithwyr llai profiadol wrth iddynt ymgymryd â gwaith sy'n ymwneud ag atal twyll.
- Cynorthwyo â darparu cyngor proffesiynol a thechnegol ar amrywiaeth eang o faterion ariannol a materion nad ydynt yn rhai ariannol o ddydd i ddydd.
- Cynorthwyo â'r gwaith o ddatblygu gweithdrefnau ariannol a dogfennau atal twyll i wella ansawdd y gwaith a wneir o fewn yr Awdurdod.
- Nodi hyfforddiant priodol ar gyfer rheolwyr a darparu hyfforddiant i staff ac aelodau etholedig mewn perthynas â rheolaethau ariannol, llwgrwobrwyo, atal twyll a chanfod twyll.
- Datblygu a dosbarthu deunyddiau addysgol i godi ymwybyddiaeth am y risgiau sy'n gysylltiedig â thwyll.
- Dosbarthu rhybuddion am dwyll yn brydlon, gan ddarparu cyngor lle bo angen i staff perthnasol o fewn y Cyngor.
- Cydweithio ag asiantaethau gorfodi'r gyfraith, awdurdodau lleol eraill a phartïon allanol yn ystod ymchwiliadau o dan gyfarwyddyd y Rheolwr Corfforaethol - Archwilio Mewnol.
- Cynorthwyo sefydliadau perthnasol mewn achosion erlyn, gan gynnwys mynychu paneli disgyblu a thribiwnlysoedd apêl a mynd i'r llys, gan gyflwyno tystiolaeth fel tyst lle bo angen.

- Cysylltu â chydweithwyr mewnol ac allanol, gan gynnwys ond heb fod yn gyfyngedig i'r Adran Refeniw a Budd-daliadau, yr Adran Gyflogres a Thaliadau, awdurdodau lleol eraill, yr Adran Gwaith a Phensiynau, Cyllid a Thollau Ei Mawrhydi, yr Heddlu, cyfreithwyr allanol, cyflogwyr, landlordiaid, asiantau gosod, banciau a sefydliadau perthnasol eraill, a chymryd rhan lawn mewn unrhyw fentrau neu ymchwiliadau twyll a wneir ar y cyd.
- Dirprwyo ar ran y Rheolwr Corfforaethol – Archwilio Mewnol mewn perthynas â materion sy'n ymwneud ag atal twyll, yn ôl yr angen
- Cynrychioli'r Rheolwr Corfforaethol – Archwilio Mewnol ym Mhwyllgor Llywodraethu ac Archwilio'r Cyngor mewn perthynas â materion sy'n ymwneud ag Atal Twyll, yn ôl yr angen.
- Sicrhau bod gennych y wybodaeth ddiweddaraf am faterion deddfwriaethol.
- Cyflawni dyletswyddau rhesymol eraill yn ôl yr angen.

Gwiriad y Gwasanaeth Datgelu a Gwahardd*: Gwiriad Safonol

**Mae canllawiau ynglŷn â'r mathau o wiriadau ar gael [yma](#)*

Cofrestrriad Proffesiynol / Aelodaeth: Dim yn perthnasol

Manyleb Person

Gofynion hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol:

- Addysg hyd at lefel gradd; NVQ4 neu gymhwyster cyfatebol; neu 3 blynedd o brofiad mewn maes perthnasol.
- Arbenigwr Gwrth-Dwyll Achrededig, neu gymhwyster gyfartebol.

Profiad:

- 3 blynedd o brofiad mewn maes perthnasol yn y sector cyhoeddus e.e. twyll, ymchwilio, archwilio.
- Profiad o ddefnyddio offer dadansoddi data wrth gynnal ymchwiliadau.

Sgiliau ymarferol / personol:

- Yn medru ymrwymo i ddatblygiad proffesiynol parhaus a chynnal eich cymhwyster proffesiynol.
- Yn meddu ar sgiliau cyfathrebu rhagorol ar lafar ac yn ysgrifenedig ac yn medru dangos y gallu i gyfathrebu'n effeithiol, ar lafar ac yn ysgrifenedig, gyda phobl o bob lefel o fewn y Cyngor, y gymuned leol a sefydliadau allanol.
- Yn meddu ar sgiliau cynllunio a threfnu rhagorol, ynghyd â'r gallu i reoli eich gwaith eich hun, a gwaith y tîm, gan flaenoriaethu eich gwaith er mwyn cwrdd â therfynau amser.
- Y gallu i baratoi gwybodaeth gywir, gryno ac amserol ar gyfer rheolwyr.
- Yn meddu ar ddealltwriaeth dda o systemau cyfrifiadurol ariannol a rhai nad ydynt yn rhai ariannol a'r amgylchedd rheoli priodol sy'n gysylltiedig â nhw.
- Yn hyblyg o ran bodloni gofynion y swydd a allai, ar achlysuron prin, gynnwys gweithio y tu allan i oriau.
- Yn meddu ar y gallu i asesu sefyllfaoedd yn gyflym a darparu cyngor ac arweiniad cryno a chlr i gwsmeriaid neu roi gweithdrefnau uwchgyfeirio ar waith.
- Y gallu i ddelio â phobl a sefyllfaoedd anodd mewn ffordd gadarn ond cwrtais.
- Yn medru mynegi eich hunan yn dda, yn barod i ddyfalbarhau ac yn bendant eich safbwynt.
- Yn gadarnhaol, yn llawn cymhelliant ac yn drefnus.
- Yn meddu ar sgiliau dadansoddi wrth ddatrys problemau.
- Yn medru dangos eich bod yn deall yr effaith y gallai twyll ei chael ar y modd y mae Cyngor Sir Ceredigion yn darparu gwasanaethau.

- Yn barod i weithio fel aelod o dîm ac fel unigolyn.
- Yn barod i ddysgu a chymhwyso sgiliau newydd yn barhaus.
- Meddu ar drwydded yrru lawn a chael mynediad at gerbyd neu allu gwneud trefniadau eu hunain ar gyfer teithio i leoliadau yng Ngheredigion.
- Sgiliau rhifedd a llythrennedd o'r ansawdd uchaf.
- Sgiliau dadansoddi o'r radd flaenaf er mwyn gymhathu gwybodaeth a nodi tueddiadau
- Yn greadigol wrth ddatrys problemau.
- Gwybodaeth gyfredol a lefel uchel am y prif becynnau TGCh (e.e. Word, Excel, Outlook, Teams).
- Gwybodaeth gyfredol o Dechnegau Archwilio â Chymorth Cyfrifiadur (CAAT) e.e. meddalwedd ac offer dadansoddi data, gwaith archwilio parhaus.
- Yn hyblyg ac yn gallu ymateb i sefyllfaoedd sy'n newid.
- Y gallu i reoli amser yn effeithiol, a'r gallu i flaenoriaethu a rheoli llwyth gwaith heriol wrth weithio i derfynau amser tynn a chyflawni canlyniadau perfformiad sydd wedi'u diffinio.
- Y gallu i gadw cofnodion cywir a thrwyadl gan wneud hynny i safon uchel.
- Mae'r rôl hon yn canolbwyntio'n fawr ar gwsmeriaid felly rhaid i chi feddu ar sgiliau cyfathrebu a rhyngpersonol da, gyda'r gallu i ddylanwadu ar bobl ar bob lefel a dwyn perswâd arnynt.
- Y gallu i gydweithio ar draws holl wasanaethau'r Cyngor a'u partneriaid gan gyflawni nodau'r sefydliad.
- Unigolyn llawn cymhelliant ac ymroddedig sy'n barod i fabwysiadu diwylliant o wella parhaus ac sy'n agored i newid.
- Y gallu i weithio heb oruchwyliaeth, gan ddarparu barn heb orfod troi at y rheolwr llinell.
- Y gallu i ddarparu cyngor ac arweiniad i reolwyr ar faterion sy'n ymwneud â thwyll gan wneud hynny'n hyderus.
- Y gallu i ddehongli a chymhwyso canllawiau proffesiynol perthnasol.

Sgiliau Saesneg: Anghenrheidol ar apwyntiad

Gwranddo a Siarad

- **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

Sgiliau Darllen

- **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus.

Sgiliau Ysgrifennu

- **Lefel 5:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.

Sgiliau Cymraeg: Bydd angen y sgiliau canlynol o fewn 2 flynedd i'r penodiad.

Gwrando a Siarad

- **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i'r Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i'r Saesneg ar gyfer termau technegol neu arbenigol.

Sgiliau Darllen

- **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith.

Sgiliau Ysgrifennu

- **Lefel 3:** Medru ysgrifennu negeseuon anffurfiol ac adroddiadau i'w defnyddio'n fewnol.

Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol:

Archwilydd Mewnol cymwysedig (CIA) neu gyfrifydd (CCAB)
Wedi derbyn hyfforddiant ynghylch Deddf yr Heddlu a Thystiolaeth Droseddol (PACE)
1984

Profiad:

Gwybodaeth am ddeddfwriaeth sy'n ymwneud â thwyll a chynnal ymchwiliadau gan gynnwys cyfraith droseddol, cyfraith sifil a'r prosesau sy'n gysylltiedig â nhw.
Gwybodaeth am y ddeddfwriaeth sy'n ymwneud â threth y cyngor a budd-daliadau
Gwybodaeth am awdurdodau lleol, eu strwythurau llywodraethu, eu gwasanaethau a'u cyllid.

Sgiliau ymarferol / personol:

Yn meddu ar ddealltwriaeth o'r Safonau Archwilio Mewnol Byd-eang yn Sector Cyhoeddus y Deyrnas Unedig a sut y maent yn cael eu rhoi ar waith o fewn llywodraeth leol

Job Description

Job Title: Counter Fraud Officer

Pay Grade: Grade 11 £42,839 - £45,091 per annum

Based at: Canolfan Rheidol, Aberystwyth

JE Ref: JD 1883-01

Main Purpose of the Job:

Assisting the Corporate Manager – Internal Audit (Chief Internal Auditor) to provide a professional counter fraud service to the Council by promoting an anti-fraud culture, undertaking investigations into reports of fraud within and against the Council, and undertaking proactive counter fraud and error exercises, including the National Fraud Initiative data matching exercise.

Responsible for identifying, investigating, and mitigating fraudulent activities within the organization. Analysing data, monitoring transactions, and implementing strategies to prevent fraud.

Working closely with various departments to ensure compliance with regulatory requirements and to protect the organisation's assets.

Ensuring that the arrangements for preventing and detecting fraud in the Council are effective.

Key Tasks & Responsibilities:

- Support the Corporate Manager – Internal Audit in developing and maintaining the Council's counter fraud, bribery and corruption strategy and accompanying protocol, which includes seeking opportunities to raise and maintain levels of fraud awareness, promote an anti-fraud culture and fraud champions, and actively contribute towards the aim of bringing about a wider change in public and staff attitudes towards fraud.
- Support the Corporate Manager – Internal Audit in developing and delivering the Council's Counter Fraud Action Plan ensuring the key risk areas are covered and that assurance can be given on the effectiveness of the internal control environment, governance arrangements and risk management within the Council to Senior Management.
- To assist the Corporate Manager – Internal Audit in promoting Counter Fraud and the Internal Audit Section, fostering good working relationships to improve the Council's service delivery.
- Coordinate the authority-wide annual Fraud Risk Assessment and monitor the Fraud Risk Register.

- Be a key contact for the National Fraud Initiative, taking primary responsibility for the administration of the exercise, which includes liaising with colleagues across the Council and externally with the Cabinet Office and Audit Wales, and setting up new and maintaining existing users on the NFI portal.
- Fulfil the mandatory requirements of the annual NFI exercise, which involves the collation and upload of Council data to the NFI portal in accordance with specifications.
- Perform risk-based analysis and investigation of the data matches, passing to services for investigation where applicable, and reporting on the outcome to the NFI and the Corporate Manager – Internal Audit.
- To take a proactive role in fraud prevention and detection across the Authority.
- Undertake investigations of allegations of suspected fraud, corruption and bribery in accordance with legislation and Council policy and procedure, including preparing and maintaining comprehensive files of evidence gathered as part of an investigation and to submit these to the Corporate Manager – Internal Audit with supporting recommendations for consideration.
- Monitor and analyse transactions to identify suspicious activities.
- Develop and implement fraud detection tools and techniques.
- Monitor and analyse allegations of fraud received via the Council's fraud reporting tool. Triage allegations of fraud using access to Council systems and information, before passing to the appropriate Business Manager for further investigation and requesting a report on the outcome.
- Conduct regular audits and risk assessments to identify potential fraud risks.
- Assist as required with the planning, control, supervision and review of the work of more junior colleagues in counter fraud engagements.
- Assist in providing professional and technical advice on a wide range of day-to-day financial and non-financial matters.
- Assist in the development of financial procedures and counter fraud documentation to enhance the quality of work undertaken within the Authority.
- Identify appropriate management training and provide training to staff and elected members in relation to financial controls, bribery, fraud prevention and detection.
- Develop and distribute educational materials to raise awareness about fraud risks.
- Distribute fraud alerts promptly, with advice where necessary to relevant staff within the Council.
- Collaborate with law enforcement agencies, other local authorities and external parties during investigations under the direction of the Corporate Manager – Internal Audit.
- Assist relevant organisations in prosecution cases, including attending disciplinary panels, appeal tribunals and court, presenting evidence as a witness where necessary.

- Liaise with internal and external colleagues, including but not restricted to the Revenues and Benefit Section, Payroll and Payments Section, other local authorities, Department for Work and Pensions, His Majesty's Revenue and Customs, Police, external solicitors, employers, landlords, letting agents, banks and other relevant organisations, and participate fully in any joint working fraud initiatives or investigations.
- Deputise for the Corporate Manager – Internal Audit as required in relation to Counter Fraud matters.
- Represent the CM-IA at the Council' Governance & Audit Committee in relation to Counter Fraud matters, as required.
- Maintain an up-to-date knowledge of legislation.
- Other reasonable duties as required.

Disclosure & Barring Service Check*: DBS Standard Other

**Guidance re. DBS check types is available [here](#)*

Essential Professional Registration / Membership: Not Applicable

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- Educated to degree level; NVQ4 or equivalent qualification; or 3 years experience in relevant discipline.
- Accredited Counter Fraud Specialist or equivalent.

Essential experience:

- 3 years experience in a public sector environment, in a relevant discipline e.g. fraud, investigation, audit.
- Experience in using data analytic tools for investigations.

Essential practical/personal skills:

- Be able to demonstrate a commitment to continued professional development and maintain your professional qualification.
- Have excellent verbal and written communication skills and demonstrate the ability to communicate effectively, both verbally and in writing, with all levels within the Council, the local community and external organisations.
- Be able to demonstrate excellent planning and organisational skills, along with the ability to control own work, and that of the team, prioritising to meet deadlines.
- Proven ability to produce accurate, succinct and timely management information.
- Have a good understanding of financial and non-financial computer-based systems and their respective control environments.
- Be flexible to meet the demands of the post which may, exceptionally, involve out of hours working.
- Have the ability to assess situations quickly and provide clear concise advice and guidance to customers or implement escalation procedures.
- Ability to deal with difficult people and situations in an assertive but courteous manner.
- Be articulate, persistent and assertive.
- Be positive, highly motivated and well organized.
- Be able to demonstrate an analytical approach to problem solving.
- Be able to demonstrate an understanding of the impact fraud can have on Ceredigion's service delivery.
- Be willing to work both as a team member and as an individual.

- Be willing to continually learn and apply new skills.
- Hold a full driving licence and have access to a vehicle or be able to make own arrangements for travel to locations within Ceredigion.
- High-level numeracy and literature skills.
- Advanced analytical skills to assimilate information and identify trends.
- A creative approach to problem solving.
- Up to date and high-level knowledge of main ICT packages (e.g. Word, Excel, Outlook, Teams).
- Up to date knowledge of Computer Assisted Audit Techniques (CAATs) e.g. Data Analytic software & tools, continuous auditing.
- Flexible and able to react to changing situations.
- Ability to effectively manage time, with the ability to prioritise and manage a demanding workload whilst working to tight deadlines and delivering against defined performance outcomes.
- Ability to maintain a high standard of accurate and thorough record keeping.
- The role has a strong customer focus so good communication and interpersonal skills, with the ability to influence and persuade people at all levels.
- Ability to work collaboratively across all services within the Council and with partners to achieve organisational goals.
- Highly motivated and committed individual with a willingness to adopt a continuous improvement culture and be open to change.
- Ability to work unsupervised, making judgements without deferring to line management.
- Ability to confidently provide advice and guidance on fraud matters to managers.
- Ability to interpret and apply relevant professional guidance.

English Language Skills: Required upon appointment

Listening & Speaking

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

Reading Skills

- **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

Writing Skills

- **Level 5:** Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.

Welsh Language Skills: Required to achieve within 2 years of appointment.

Listening & Speaking

- **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.

Reading Skills

- **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

Writing Skills

- **Level 3:** Can write informal messages and reports for internal use.
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Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

Qualified internal auditor (CIA) or accountant (CCAB)
PACE 1984 trained

Desirable experience:

Knowledge of the legislation relating to fraud and undertaking investigations including criminal and civil law and associated processes.

Knowledge of the legislation relating to council tax and benefits.

Knowledge of local authorities, their governance structures, services and finance.

Desirable practical/personal skills:

Have an understanding of the Global Internal Audit Standards in the UK Public Sector and how they are applied within local government.
