

Candidate pack

# Graduate Trainee Auditor

# Welcome

Thank you for your interest in our Graduate trainee scheme.

Audit Scotland deliver independent and robust audit of Scotland's public sector, working on behalf of the Auditor General and the Accounts Commission. We employ more than 340 talented professionals who know that their work helps the efficient delivery of public services in Scotland. We believe that public money (around £57 billion a year) should be spent wisely.

There has never been a more important or interesting time to join us. Scotland's public bodies face their biggest challenges since devolution, with existing issues of inequalities, funding pressures and increased demand on services exacerbated by the Covid-19 pandemic. Meanwhile, the need to address climate change has become more urgent.

To meet these challenges and to ensure we can do the job Scotland will need from us, we are changing and growing. We are looking for outstanding people to join our graduate trainee scheme to help us achieve our objectives of delivering world-class public audit and being a world class organisation.

Our graduate trainees are a key part of our organisation and an important part of our future. They come from a variety of backgrounds and have studied a range of degree subjects. Our trainees join us straight from university or later in their careers. You don't need to be an accountancy graduate to join us. Graduates who joined our trainee scheme have become audit directors and senior managers within our organisation, so there's plenty of opportunity for progression.



We prioritise the welfare, performance and diversity of our people. We offer a flexible and rewarding place to work, a supportive and open culture, and a wide range of professional development opportunities. We offer the best public sector accountancy training scheme in Scotland, highly varied work and the opportunity to make a difference to the public services that we all use every day. We've been named one of the top 25 workplaces in Scotland and one of the UK's top ten best accountancy workplaces in the 2023 Best Companies awards.

There's plenty of change ahead, and the need for robust public audit that provides assurance and helps public services improve is more vital than ever. I don't think there's ever been a more interesting or important time to join us. If this sounds like the right place for you to be, we look forward to hearing from you.

**Stephen Boyle**  
Auditor General



Job vacancies  
**Graduate  
trainee scheme**

**AUDIT SCOTLAND**

Video:  
**Join our Graduate Trainee Auditor scheme**



# About Audit Scotland

Established in 2000, Audit Scotland provides the Auditor General and Accounts Commission with the services needed to carry out their duties. Together we ensure that the Scottish Government and public-sector bodies throughout Scotland are held to account for the proper, efficient and effective use of approximately £57 billion of public money. We employ around 340 staff in a wide variety of roles, working from our main offices in Edinburgh, Glasgow, Aberdeen and Inverness and a range of flexible settings.

Public audit gives independent assurance to the people of Scotland that public money is spent properly, efficiently and effectively and plays a key role in helping the Scottish Parliament and policymakers understand the key issues facing the public sector and how public money is spent. The role of Auditor General is an independent appointment by the Crown, on the recommendation of the Scottish Parliament. The Accounts Commission holds councils and other local government bodies in Scotland to account, and operates independently of councils and of the Scottish Government.

Audit Scotland fulfils its duties by carrying out relevant and timely audits on the way the public sector manages and spends money, reporting findings and conclusions in public, identifying risks, and making clear and relevant recommendations. Our annual budget is £30 million, comprising audit fees and Scottish Parliament funding.

## We audit over 220 bodies:



central government  
bodies



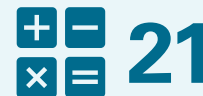
NHS bodies



Councils



joint boards and  
committees



further education  
colleges

Central government bodies – includes the Scottish Police Authority, Scottish Fire and Rescue Service and Scottish Water.

Joint boards and committees – includes 30 health integration boards.

Audits are carried out by staff and by appointed firms of auditors. They check whether organisations:

- manage their money to the highest standards
- achieve the best possible value for public money.

Both our in-house and external appointed auditors work to three key principles of public audit:

- auditors are independent of the organisations they audit
- auditors' work is reported in public
- public audit looks at more than financial statements.

Above all we support public scrutiny that is fair, equal and open, and that leads to better financial management and value for money. On behalf of the Auditor General and the Accounts Commission, we produce a range of local and national reports about the performance and financial management of Scotland's public bodies:

- **Annual audits** – public annual audit reports for the public bodies we are responsible for auditing.
- **Performance audits** – a wide range of reports on matters of public interest. These include overview reports on how different sectors perform during each financial year. These reports are considered by the Scottish Parliament and/or the Accounts Commission.

We are increasingly playing a visible role in relevant communities, both across the devolved nations and internationally. Learning from good audit practice beyond Scotland is key to becoming a world-class public audit organisation, and the organisation is increasing its relevance and impact through collaboration with European and internal organisations such as the Organisation for Economic Co-operation and Development.

In 2022/23, we audited 224 accounts, produced eight national and local performance reports, managed £48.7 billion payments under the Comptroller function and welcomed 479,000 visitors to our website.



Website:  
[www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)



Report:  
**Annual report and accounts  
2022/23**

Learn more about our work on [our website](http://www.audit-scotland.gov.uk) and read our [annual report and accounts 2022/23](#).



# Graduate trainee scheme

As part of a commitment to deliver work of the highest quality and to adopt the highest professional standards and practices, we offer a Professional Qualification Scheme (PQS) for trainee auditors.

Our scheme provides training and development, with plenty of hands-on work experience and support as you complete your Chartered Accountancy (CA) qualification with ICAS.

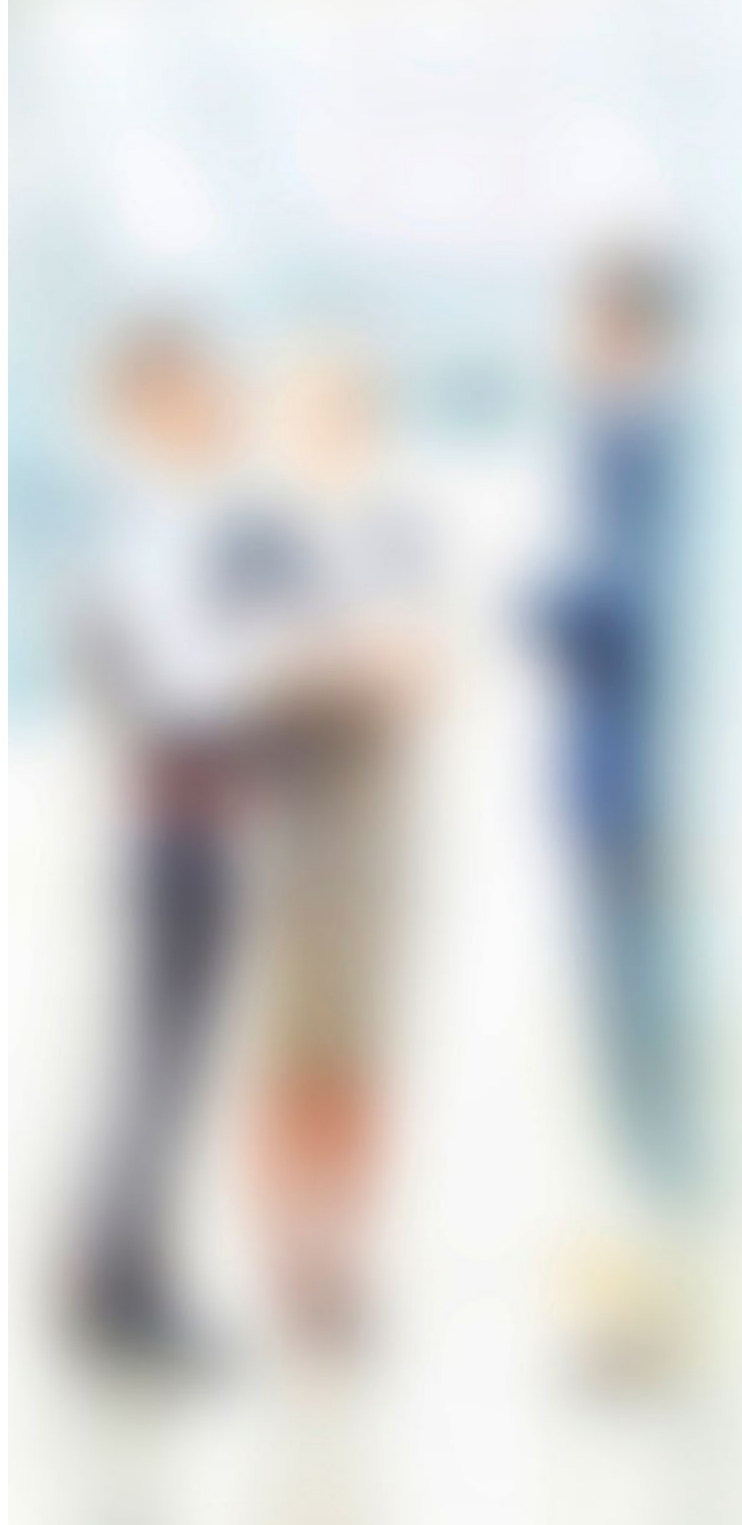
From day one you'll have the opportunity to be a valued member of our audit teams, working with different public bodies, taking on more responsibility as you build your skills and experience during your four years training.

All our trainees spend a significant amount of their time working as financial auditors and some will also spend time working as performance auditors.




## The training provider (ICAS)


ICAS is a professional body for over 20,000 world-class business professionals who work in the UK and more than 100 countries around the world. They have a specialised team of lecturers from a diverse range of industry, academic, financial and legal backgrounds who all deliver high-quality tuition. The majority of teaching is carried out in a classroom/online classroom setting, combining lectures and workshop exercises. Trainees will be released from Audit Scotland on a block release basis.





# A career with fantastic benefits


## A career with fantastic benefits including:


 Competitive starting salary, plus bonuses for passing exams first time and salary increments.


 A fully sponsored qualification with ICAS to become a Chartered Accountant.


 Mentor support and guidance.


 38 days holiday (inclusive of 8 floating public holidays), 4 fixed public holidays, flexi-time and exam leave.


 Career development and training opportunities.


 Attractive local government pension scheme (19.4% employer contributions).


 We have a clear commitment to a whole range of flexible working options, giving you freedom about where and when you start and finish work.


 We'll support you with an annual wellbeing and lifestyle medical check-up and access to counselling. We run a cycle-to-work scheme.

 We invest heavily in your learning and development with training programmes and courses, personal to you.

 You can get discounts from major retailers with our innovative savings, allowing you to make your money go further.

 New parents can get extra time off at enhanced pay and we fully support many forms of flexible working for peace of mind when returning to work.

 Whether your qualification body is CIPFA, ICAS or something else, we believe in your continuous professional development.

 Save on your commute with our interest-free loans for annual season tickets.

# What you will be doing

We have around 50 trainees in our scheme at any one time, with many of our trainees deciding to continue their career with us when they have qualified.

You will help your team to scope and deliver quality audit work across a range of public sector bodies, contributing to the development of audit plans and audit reports. This includes:

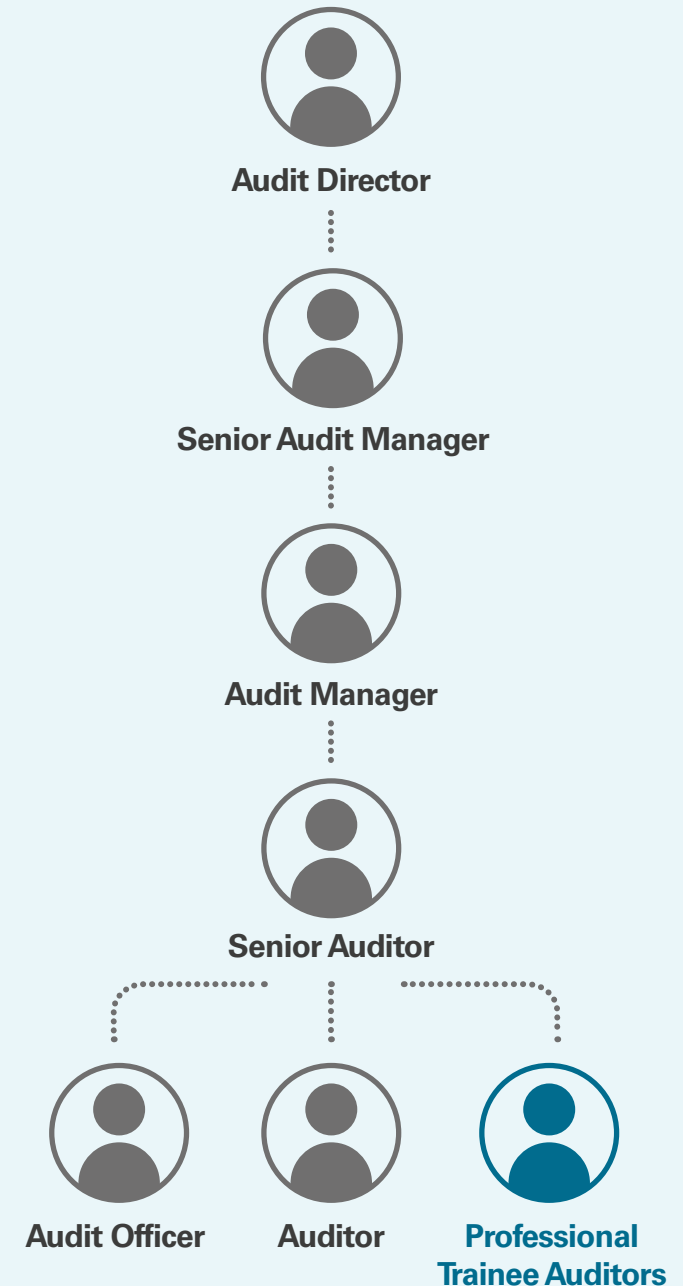
- Promoting and developing great audits:
  - Undertake audit assignments
  - Contribute to the development of appropriate audit methodologies
  - Help form sound conclusions and constructive recommendations
  - Contribute to the drafting of accurate, clear and concise audit reports.
- Enabling impact, innovation and improvement:
  - Train to become a professionally qualified accountant
  - Enhance your career prospects with a personal development programme

- Challenge and support audited bodies to deliver achieve continuous improvement.

- Creating the right environment, culture and ways of working:
  - Develop relationships with key stakeholders to ensure our recommendations are realistic and capable of being implemented
  - Maintain good working relationships across Audit Scotland and participate in collaborative working.

To help support your personal development we have over 200 internal courses available, ranging from technical skills, interpersonal, management development, wellbeing, equality diversity and inclusion, data analytics and lots more. We also offer a mentoring programme, coaching, and individual external learning and informal learning through Audit Scotland's working groups.

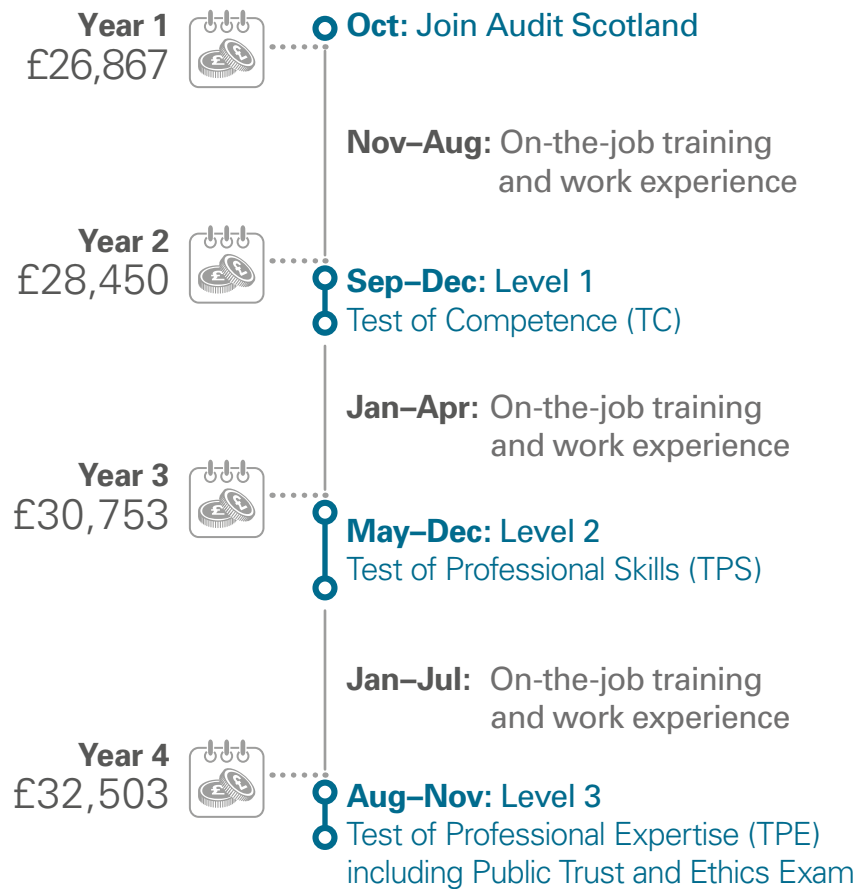
## Organisation chart





# The qualification route

This is an illustrative example of the qualification route and expected salary progression. Salary ranges and rates are subject to an annual review from 1 April each year.



Note: Start date being for illustrative purposes.

# The qualification (CA)

Audit Scotland offers a full sponsorship package towards becoming an ICAS Chartered Accountant (CA). The CA qualification comprises exams and work experience over a three-year period, covering the following stages:



TC  
1

## Test of Competence (TC)

TC covers the basic concepts and knowledge:

- Financial Accounting
- Assurance & Reporting
- Business Acumen
- Finance
- Management Information & Technology
- Principles of Taxation.

TPS  
2

## Test of Professional Skills (TPS)

TPS equips students with the practical skills in the core areas necessary for an entry level professional accountant:

- Strategic Finance & Modelling
- Assurance & Data
- Financial Reporting
- Business Tax
- Risk & Technology.

TPE  
3

## Test of Professional Expertise (TPE)

TPE aims to combine your knowledge and skills from the previous levels, into a multi-disciplinary case study where you are expected to provide professional advice to people in real life situations.

## Public Trust & Ethics

Ethics is an integral part of the qualification, and a public trust and business ethics exam will take place alongside the TPE case study.

## Work experience

Each trainee must also obtain at least 450 days relevant work experience. The achievement log is used to record and demonstrate relevant work experience, compliance with ethical standards and achievement of a range of required competencies.

# What our graduates say



“  
The variety of the work over the last two years has been a great experience.  
”

Lewis McArdle  
Trainee Auditor

We all pay tax but not everyone gets the opportunity to get a detailed insight into the various ways the public purse is spent and why; that excited me and still does.

My colleagues have always welcomed any questions I have about my work and created an environment where I feel comfortable seeking any help. I have worked at Audit Scotland for two years and found the flexible working scheme so valuable when it comes to having a good work-life balance. The variety of the work over the last two years has been a great experience, I've got involved with so many audits, not only within my own team but with colleagues across the organisation.



“  
The graduate programme gave me an opportunity to change direction when returning to the workplace.  
”

Lucy Telling  
Trainee Auditor

Starting on the graduate programme at Audit Scotland was quite a career change for me. I was a pharmacist for 16 years then took time out for family responsibilities. The graduate programme gave me an opportunity to change direction when returning to the workplace.

I've really enjoyed the Graduate experience so far and am looking forward to starting my professional ICAS studies. The audits that I've worked on have been interesting and varied. There's a lot of support – within my team, from fellow trainees and across the organisation. Flexibility around family life is also important to me and Audit Scotland has been really accommodating.

# Find out more

## More about you

Our trainees come from a variety of backgrounds – just graduated, mature students or people looking to change career, from a vast range of degree subjects.

What matters is that you've got great analytical skills, are committed to studying for a professional qualification and excel in a challenging and rewarding role.

We have a passion for what we do. And if you think this sounds like the career for you, then we'd like to hear from you.

## You'll need these skills and qualifications:

- Achieved or expected to achieve an honours degree in any discipline.
- A minimum of National 5 Grade C or GCSE Grade 4/C (or equivalent) in both Maths and English.
- Strong written and verbal communication skills.
- Able to work as part of a team and independently using own initiative.
- An interest in Audit Scotland and/or the public sector as well as the auditing and accountancy profession.
- Experience of Microsoft Office packages.
- Sounds analytical skills for gathering, interpreting and evaluating data.
- Disciplined and organised with good project management skills.

Join us if you're ambitious and want to help improve public services in Scotland.

We're an organisation with a passion for what we do and a shared belief that public money should be spent wisely, making the lives of Scotland's people the very best they can be.

To find out more and apply, please visit our graduate page:



Website:  
[www.audit-scotland.gov.uk / careers/graduates](http://www.audit-scotland.gov.uk/careers/graduates)



We recommend that you review the [hints and tips section](#) on the graduate website before applying.

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