

NAO Competencies

- **Analyses data to draw sound conclusions**

- This competency is about being able to gather and quickly absorb large amounts of information from a variety of sources as well as identifying patterns and trends in data and information. You will need to demonstrate that not only will you be able ask clients the right questions in order to get the relevant information, but that you can present conclusions in a way that is clear and easy to understand.

- **Demonstrates sound judgement**

- A successful auditor at the NAO does not take things at face value and needs to maintain objectivity and professional scepticism when making decisions. You will need to demonstrate that you can distinguish between the important and minor issues. It is also important to be able to demonstrate sound judgement by comparing what you would logically expect to the actual evidence. This competency is also about being able to identify risk areas in a client's organisation and take steps to mitigate them.

- **Communicates effectively with others**

- To be a successful auditor your communication skills will be as important as your ability to analyse the data. You will need to demonstrate that you can communicate confidently at all levels, using clear and appropriate language both orally and in writing, backing up your ideas with evidence. Communicating effectively is about active listening; you will need to demonstrate the potential to actively listen to clients' and team members' opinions and needs and respond accordingly.



National Audit Office

Competencies

- **Demonstrates enthusiasm, initiative and drive**

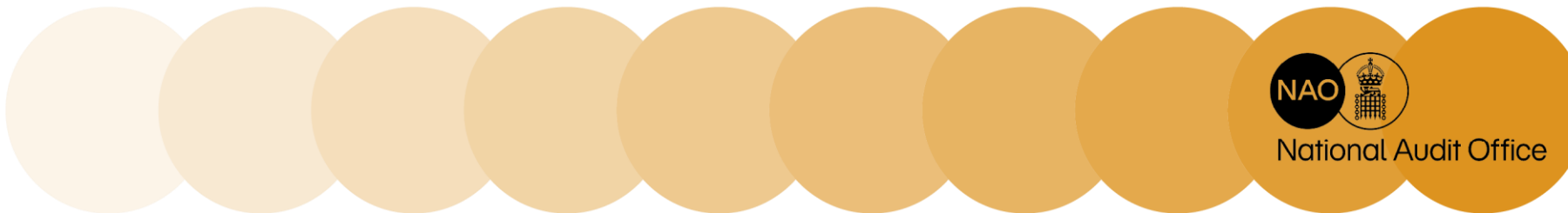
- Studying for your accountancy qualification whilst working full time will, at times, be very challenging. We are a supportive organisation, but you will need to show the drive and commitment to meet this challenge. As a trainee, you will be involved in delivering all aspects of our work from the very start, albeit with the appropriate levels of support and guidance. We are therefore looking for people who are able to work without close supervision and are able to present potential solutions as well as problems. You will be adaptable, resourceful and resilient. You'll also be passionate about your own development and will be pro-active in taking ownership for it

- **Builds and maintains effective team relationships**

- We're looking for team players who will support peers and team members by offering help and encouraging participation and contribution. At the same time you'll be pro-active in seeking support from others when necessary. Self-aware, you'll effectively manage your impact on other team members and will be adaptable to change in working with different teams, in different environments.

- **Builds and maintains effective client relationships**

- Building and maintaining effective client relationships are vital if we are to deliver lasting improvements in public service delivery. You'll therefore need to demonstrate that you can communicate clearly and openly with clients. You also need to be able to build rapport quickly by demonstrating a friendly and professional approach being assertive and confident in a non confrontational way when the situation demands it. Building and maintaining effective client relationships are vital if we are to deliver lasting improvements in public service delivery.



Competencies

- **Plans and organises workload to deliver high quality work to deadline**

- We must deliver high quality work. To do this you will need to prioritise work sensibly and logically by understanding how long tasks will take, how tasks fit together and what information is required. In forming your approach to tasks you will apply your learning from previous experience. Not easily distracted from the task at hand, you deal with issues promptly so that they do not impact on the deadline. When changes, set backs and obstacles arise, you will be able to maintain your focus and pace.

- **Understands the bigger picture**

- This competency is all about your understanding of how wider issues affect the NAO's work. We are looking for people who want to understand our client organisations and how they work, and have a genuine motivation to contribute to the work of the NAO in adding value to our clients and achieving ambitious goals. You will also be able to show understanding of wider issues (e.g. economic, political and social trends) and how they are relevant context for the work of the NAO.

