



# Job Description Form

## Graduate Financial Auditor

Business Unit: Financial Audit  
Branch: N/A  
Position Number: Generic

Location: Perth CBD  
Direct Reports: 0  
Level: 3 (Graduate)

Indirect Reports: 0

### Organisational Context

Provides Parliament with audit opinions on state government financial statements, controls and performance indicators and provides local governments with audit opinions on financial statements. The scope and nature of the work and results delivered have a wide impact of serving the public interest, through identifying matters of significance.

### Position Statement

The role of a Graduate Financial Auditor involves supporting and conducting financial audits of government sector entities, while also engaging in continuous learning across the organisation. This includes contributing effectively to team outcomes and undertaking any required studies to enhance professional development and effectiveness.

### Personal Leadership

We believe all our people are leaders irrespective of their role. Leadership in this position is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.

### Position Responsibilities

#### Graduate auditing

- under supervision, assists in conducting audits in accordance with relevant legislation and auditing standards:
  - collates, compiles and compares information on financial systems
  - analyses financial procedures, systems and information
  - interviews client entity employees to gather/communicate information
  - prepares draft letters of findings for management
- delivers completed tasks on time
- actively contributes to positive team outcomes
- completes all of the requirements of the graduate program, including formal and informal training programmed by the Office
- obtains provisional membership with a recognised professional accounting body
- travel to audit sites, as required. This may include travel to regional WA.

#### Other

- applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and the OAG's Code of Conduct
- performs other duties as required.

### Suitability Requirements

#### Qualification requirements

- a university degree in business, commerce or relevant discipline that provides eligibility for provisional membership of a relevant professional accounting body.



## Suitability Requirements Cont.

### *Job requirements*

- willingness to learn and develop expertise in the interpretation and application of accounting and auditing standards
- experience working collaboratively with team members and stakeholders, treating others with respect and courtesy
- ability to research, analyse and interpret information and report findings
- ability to communicate effectively with a range of stakeholders, verbally and in writing
- proven ability to prioritise tasks to meet deadlines.

### *Leadership Expected Behaviours*

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **lead collectively** - you acknowledge the relationship between your work and the value it contributes to your team
- **think through complexity** - you use information and analysis to initiate problem resolution and seek guidance as necessary
- **dynamically sense the environment** - you seek to understand expectations and problems by listening actively and asking clarifying questions
- **deliver on high leverage areas** - under the supervision of your manager, you work to meet specified timelines and priorities, completing your work to a high standard
- **build capability** - you are approachable and receptive to all members of your team
- **embody the spirit of public service** - you complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary
- **lead adaptively** - you participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.

### *Position Conditions*

- appointment is subject to a satisfactory National Police Clearance.

Certification:

---