



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated, and efficient transport services.

Position Title:

Internal Auditor

Level:

5

Position Number

36445, 37483
(Nominated)

Division/Directorate:

Finance & Contracts

Branch/Section:

Audit and Risk

Effective Date:

April 2026

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Internal Audit Manager, Level 6

Subordinates: No Direct Reports

Key role of this position

Undertakes internal audits across all Divisions within the Public Transport Authority (PTA) and reports findings, including non-compliance.

Core duties and responsibilities

Audit

- Supports the Internal Audit Manager with the execution of the audit plan in accordance with the Internal Audit framework.
- Plan and conduct internal audits, maintaining standards according to the Professional Practices Framework of The Institute of Internal Auditors, as modified by the Financial Management Act and Treasurer's Instructions, and makes recommendations to ensure systems, processes and management practices align with best practice, agency direction and initiatives.
- Develop recommendations for management relating to improved governance and performance.
- Prepares reports on internal audit-related matters and presents audit findings.
- Liaises with PTA executives and divisional stakeholders to ensure the effective and efficient delivery of internal audits and to support the implementation of audit recommendations
- Assists with the maintenance and optimisation of internal audit procedures and systems to achieve efficient and effective delivery of internal audit and risk services.
- Supports and implements the Quality Assurance and Improvement Program for the Internal Audit function.
- Assists with the follow up on the status of outstanding Internal Audit recommendations and verification of those findings considered complete by PTA Management.

Other

- Carries out as required, such tasks and functions that are within the capabilities of the employee's skills, competence, and training.

SELECTION CRITERIA

1. Core Competencies

- Possession of a relevant tertiary qualification that would satisfy admission for membership to any of the following:
 - Institute of Internal Auditors as a Professional Member
 - CPA Australia as a CPA
 - Chartered Accountants Australia and New Zealand as a Chartered Accountant; and/or
 - Institute of Public Accountants as a Member of the Institute of Public Accountants.
- Extensive experience leading and delivering internal audits across commercial and complex organisational environments.
- Considerable experience and knowledge of legislative framework and standards relating to financial governance, audit.

2. Management and Leadership

- Demonstrated ability to lead people towards a commercially focused outcome.
- Ability to set and meet work priorities and agreed timeframes.

3. Communication and Interpersonal

- Well-developed verbal and interpersonal communication skills with the ability to clearly and effectively communicate with stakeholders at all levels and within a team setting.
- Well-developed report writing skills with the ability to analyse problems and formulate solutions.
- Demonstrated ability to identify effective consultative processes and engender cooperation, respect, and collaborative behaviour with all stakeholders.

4. Conceptual and Problem Solving

- Highly developed analytical skills, with a demonstrated ability to work with high level data to resolve complex organisational issues.

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date

