



Job Description Form

Auditor

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

Location: Perth CBD
Direct Reports: 0
Level: 3

Indirect Reports: 0

Organisational Context

Financial Audit 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 Auditor supports and conducts financial audits of public sector entities, effectively contributing to the achievement of team outcomes. The role involves applying technical knowledge, working collaboratively, and undertaking relevant professional development to strengthen capability and performance.

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

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
- 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.

Job requirements

- experience in the interpretation and application of accounting and auditing standards
- demonstrated experience working collaboratively with team members and stakeholders, treating others with respect and courtesy



Suitability Requirements Cont.

- demonstrated ability to research, analyse and interpret information and report findings
- demonstrated 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:
