



# Job Description Form

## Audit Manager

Business Unit: Financial Audit  
Branch: 1-6  
Position Number: Generic

Location: Perth CBD  
Direct Reports: 1-5  
Level: 6

Indirect Reports: 0-5

### 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

Leads and manages assurance audit teams, planning, supervising, conducting, and reporting on audits of financial statements, internal controls, and performance indicators. Compiles audit information and reviews evaluations to support the completion of assurance and compliance audits of public sector entities, ensuring accountability, transparency, and adherence to regulatory standards

#### *Leading Others*

We believe all our people are leaders irrespective of their role. Leadership in this first formal leadership position is about motivating and enabling others to deliver high quality work that contributes to the agency.

### Position Responsibilities

#### *Leads a project team*

- ensures adherence to policies and procedures relevant to budgetary, legislative and Office directives
- provides on-the-job training
- assesses capabilities and allocates tasks and responsibilities appropriately.

#### *Manages*

- the auditing of financial statements, controls and performance indicators
- forming of audit opinions to satisfy the independent, statutory objectives of the Auditor General
- implementation of project work schedules, ensuring the timely, effective and efficient achievement of Office objectives
- client liaison and relationship management.

#### *Makes recommendations*

- on client entity practices and procedures
- to keep client entities well informed of auditing services.

#### *Assists with complex assurance audit activities*

- identifies significant matters arising from attest auditing operations that may warrant performance examinations.

#### *Stakeholder liaison*

- remains informed of relevant issues
- maintains professional currency in auditing and accounting standards and directions.

#### *Provides advice and recommendations*

- on accounting practices and procedures to maintain audit service information to sector entities
- to promote continuous improvement and innovation that optimise customer services and increase audit effectiveness and efficiency.



#### *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.

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### **Applicant Requirements**

#### *Qualification requirements*

- a relevant tertiary qualification
- full membership of a relevant professional accounting body or, if other relevant professional studies have been completed then associate membership and progression towards full membership.

#### *Work related requirements*

- leads and manages audit teams whilst delivering outcomes in a timely and cost-effective manner
- guides and develops others to ensure high quality delivery of the work assigned to the team
- considerable experience in complex external assurance auditing of financial statements
- considerable experience in the interpretation and application of accounting and auditing standards.

#### *Leadership Expected Behaviours*

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

- **Lead collectively** - You work proactively to create shared thinking and understanding across your team.
- **Think through complexity** - You use your skills, experience and knowledge to anticipate and identify problems.
- **Dynamically sense the environment** - You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes.
- **Deliver on high leverage areas** - You drive high quality performance in your team or work area by setting clear and shared objectives.
- **Build capability** - You clarify your expectations of those in your team; monitor their performance; and support their growth and development through feedback, on the job training, coaching and other opportunities.
- **Embody the spirit of public service** - You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
- **Lead adaptively** - You lead others through changes with strength and understanding, and support those who are challenged by change.

#### *Position Conditions*

- Appointment is subject to a satisfactory National Police Clearance.

Certification:

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