

## JOB DESCRIPTION FORM

Our operations and professional relationships are built on the foundation of independence exercised with integrity and objectivity. In achieving our purpose of serving the public interest, we will act in a way that values:

**Integrity** - we conduct our business in an independent, professional, and ethical manner and take an open, honest and fair approach to our stakeholders.

**Quality** - we improve the performance of the Office and the public sector by working together to manage our resources, our people and our relationships.

**People** - we respect and value the contribution of our people and encourage a cooperative approach to how things get done.

Our Office is committed to the highest standards of corporate governance - managing our resources, managing our people and managing our relationships as befits a leader in public sector audit.

<b>Position Title</b> Graduate Auditor		
<b>Effective Date</b> May 2015	<b>Position Number</b> Generic	<b>Level</b> Level 2
<b>Program</b> Attest Audit	<b>Business Unit</b> Financial Audit	<b>Salaries Agreement/Awards</b> PSGOG Agreement
<b>Reports to</b> Senior Director, Financial Audit	<b>Other positions reporting to Senior Director may include</b>	
	Director	Senior Auditors
	Assistant Directors	Auditors
	Audit Managers	Graduates
	Principal Auditors	

The aims of the Office's activities are to: improve financial management and accountability across the public sector; increase the transparency of public sector operations; and provide Parliament with assurance about public administration.

### Financial Audit

Provides Parliament with audit opinions on public sector financial statements, controls and performance indicators.

### Improving Financial Management and Accountability

The operations of the Financial Audit provides Parliament with opinions on the fair presentation of public sector agency financial statements, and performance indicators and the integrity of related legislative controls. The division also generates greater agency accountability in the use of public resources through the conduct of Limited Scope Performance, Audits relating to Controls and Compliance.

The focus is on achieving the corporate outcomes and divisional objectives of the Office, however the scope and nature of the work and the results delivered have a wider impact of serving the public interest, through providing Parliament with quality reports that identify matters of significance. This information informs Parliament's decision-making when resourcing agencies to deliver programs and services.

### Role of this position

1. To acquire the technical skills and knowledge to assist in teams undertaking assurance auditing of public sector agencies
2. To develop the skills to actively contribute to positive team outcomes
3. To undertake the requisite studies and mentor program to gain professional accreditation

### Essential qualification/s

1. A relevant tertiary qualification
2. Eligibility/Progression towards membership of a relevant professional accounting body

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**Responsibilities of this position**

Completes all of the requirements of the formal, intensive Graduate Induction Program  
 Undertakes all formal and informal training programmed by the Office  
 Undertakes progressive units of a course of studies with a recognised professional accounting body  
 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 agency employees to gather/communicate information
- Delivers component tasks in a timely effective way

Records/collates information for reporting audit results:

- Prepares draft reports
- Prepares audit memoranda

As a Team member:

- Actively contributes to positive team outcomes
- Supports team members to resolve issues

Undertakes other duties as required.

<b>Transferable positions</b>	<b>Extent of similarity</b>	<b>Training needs</b>

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**Essential Capabilities**

These reflect the specialist technical and leadership capabilities of the position.

**ESSENTIAL - Leadership**

**Managing tasks**

- Demonstrates a sense of purpose
- Harnesses information
- Shows judgement, intelligence and common sense

**Achieving results**

- Contributes to organisational skill and responsiveness
- Utilises professional expertise
- Delivers intended results

**Building productive relationships**

- Facilitates team cooperation
- Values differences and diversity

**Exemplifying personal integrity and self-awareness**

- Identifies and responds to risk
- Displays resilience
- Demonstrates a commitment to personal development

**Communicating and influencing effectively**

- Communicates clearly
- Listens, understands and adapts to audience


**Head Office location is in Perth.**

Work locations include metro, outer metro and intrastate agency locations.

Travel allowances paid for intrastate travel.

**CERTIFICATION**

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

  
 Signature ..... Date 18 May 2015  
**Auditor General**