

**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> Audit Manager		
<b>Effective Date</b> July 2014	<b>Position Number</b> Generic	<b>Level</b> Level 6
<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> Directors Assistant Directors Principal Auditors Senior Auditors Auditors Assistant Auditors Graduates	

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 Unit**

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

**Improving Financial Management and Accountability**

The operations of the Assurance Services Division 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 performing across government benchmarking audits which are limited scope performance audits.

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**

- Leads and manages assurance audit teams
- Compiles audit information and reviews evaluations to provide for the completion of assurance and compliance audits of public sector agencies

**Essential qualification/s**

1. A relevant tertiary qualification
2. 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.

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<p><b>RESPONSIBILITIES OF THIS POSITION</b></p> <p><b>LEADS A PROJECT TEAM</b></p> <ul style="list-style-type: none"> <li>Assesses capabilities and allocates tasks and responsibilities appropriately</li> <li>Ensures adherence to policies and procedures relevant to budgetary, legislative and Office directives</li> <li>Provides on-the-job training</li> </ul> <p><b>MANAGES</b></p> <ul style="list-style-type: none"> <li>The auditing of financial statements, controls and performance indicators</li> <li>Forming of audit opinions to satisfy the independent, statutory objectives of the Auditor General</li> <li>Implementation of project work schedules, ensuring the timely, effective and efficient achievement of Office objectives</li> <li>Client liaison and relationship management</li> </ul> <p><b>MAKES RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>On agency practices and procedures</li> <li>To keep agencies well informed of auditing services</li> </ul> <p><b>ASSISTS WITH COMPLEX ASSURANCE AUDIT ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>Identifies significant matters arising from attest auditing operations that may warrant examination by the OAG's Performance Review or Compliance Services Units</li> </ul> <p><b>STAKEHOLDER LIAISON</b></p> <ul style="list-style-type: none"> <li>Remains informed of relevant issues</li> <li>Maintains professional currency in auditing and accounting standards and directions</li> </ul> <p><b>PROVIDES ADVICE AND RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>On agency accounting practices and procedures to maintain audit service information to agencies</li> <li>To promote continuous improvement and innovation that optimise customer services and increase audit effectiveness and efficiency</li> </ul> <p>Undertakes other duties and special projects as required.</p>
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<b>Transferable positions</b>	<b>Extent of similarity</b>	<b>Training needs</b>
Principal IS Auditor	50%	IS Audit experience/studies
Principal Performance Analyst	50%	PA experience


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<p><b>Essential Capabilities</b> These reflect the specialist technical and leadership capabilities of the position.</p> <p><b><u>ESSENTIAL - Technical</u></b></p> <p><b>Experience in external assurance auditing</b></p> <ul style="list-style-type: none"> <li>• External auditing of financial statements</li> <li>• Interpretation and application of accounting and auditing standards</li> </ul> <p><b><u>ESSENTIAL - Leadership</u></b></p> <p><b>Shaping and managing operations</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a sense of purpose and direction</li> <li>• Able to link operational activities to strategy</li> <li>• Harnesses information and opportunities</li> <li>• Shows judgement, intelligence and common sense</li> </ul> <p><b>Achieving results</b></p> <ul style="list-style-type: none"> <li>• Contributes to organisational skill and responsiveness</li> <li>• Identifies and utilises professional expertise</li> <li>• Accepts and implements change</li> <li>• Delivers intended results</li> </ul> <p><b>Building productive relationships</b></p> <ul style="list-style-type: none"> <li>• Nurtures internal and external relationships</li> <li>• Facilitates cooperation and partnerships</li> <li>• Values differences and diversity</li> <li>• Supports and develops people operationally</li> </ul> <p><b>Exemplifying personal integrity and self-awareness</b></p> <ul style="list-style-type: none"> <li>• Demonstrates public service professionalism and probity</li> <li>• Identifies risk and proactively responds</li> <li>• Commits to action</li> <li>• Displays resilience</li> <li>• Demonstrates self awareness and a commitment to personal development</li> </ul> <p><b>Communicating and influencing effectively</b></p> <ul style="list-style-type: none"> <li>• Communicates clearly</li> <li>• Listens, understands and adapts to audience</li> <li>• Negotiates persuasively</li> </ul>
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<p><b>Head Office location is in Perth.</b> Work locations include metro, outer metro and intrastate agency locations. Travel allowances paid for intrastate travel.</p>
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**CERTIFICATION**

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

Signature		Date	.....16 September 2014.....
	<b>Auditor General</b>		