

OFFICE OF THE AUDITOR GENERAL

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.

Position Title Principal Auditor		
Effective Date July 2014	Position Number Generic	Level Level 5
Program Attest Audit	Business Unit Financial Audit	Salaries Agreement/Awards PSGOG Agreement
Reports to Senior Director, Financial Audit	Other positions reporting to Senior Director may include Directors Assistant Directors Audit Managers 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

- Plans, supervises, conducts and reports on the audits of financial statements, controls and performance indicators

Essential qualification/s

- A relevant tertiary qualification
- Undertaking the CPA, ICAA or IPA program or an appropriate equivalent.

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RESPONSIBILITIES OF THIS POSITION
<p>PLANNING AUDITS</p> <ul style="list-style-type: none"> Assesses capabilities and allocates tasks and responsibilities appropriately Researches and analyses client data Completes Methodology planning documentation for approval Constructs timeline for audit conduct and completion Establishes client contact and a positive relationship <p>CONDUCTING AUDITS IN ACCORDANCE WITH RELEVANT LEGISLATION AND AUDITING STANDARDS</p> <ul style="list-style-type: none"> Performance of Audit program and testing Communicates information with the client Documentation and analysis of evidence Reports and delivers in a timely effective way <p>REPORTING AUDIT RESULTS</p> <ul style="list-style-type: none"> Informs the client and the Director of findings Prepares draft reports Writes and submits Management Letters Participates in entry and exit interviews Prepares material on audits for consideration for inclusion in the Reports of the Auditor General to Parliament <p>AS A TEAM MEMBER</p> <ul style="list-style-type: none"> Supervises and reviews junior employees' work to resolve issues and ensure compliance Provides on-the-job training Actively contributes to positive team outcomes Supports team members to resolve issues <p>Undertakes other duties and special projects as required.</p>

Transferable positions	Extent of similarity	Training needs
Senior IS Auditor	50%	IS Audit experience/studies
Senior Performance Analyst	50%	PA experience

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Essential Capabilities

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

ESSENTIAL - Technical

Experience in external assurance auditing

- External auditing of financial statements
- Interpretation and application of accounting and auditing standards

ESSENTIAL - Leadership

Managing operations

- Demonstrates a sense of purpose and direction
- Able to link operational activities to strategy
- Harnesses information and opportunities
- Shows judgment, intelligence and common sense

Achieving results

- Contributes to organisational skill and responsiveness
- Identifies and utilises professional expertise
- Accepts and implements change
- Delivers intended results

Building productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values differences and diversity
- Supports and develops people operationally

Exemplifying personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Identifies risk and proactively responds
- Commits to action
- Displays resilience
- Demonstrates self awareness and a commitment to personal development

Communicating and influencing effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

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 ...16 September 2014.....

Auditor General