

# 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.

<b>Position Title</b> Finance Officer		
<b>Effective Date</b> April 2018	<b>Position Number</b> AUD00041	<b>Level</b> Level 4
<b>Program</b> Finance	<b>Business Unit</b> Business Services	<b>Salaries Agreement/Award</b> PSGOG Agreement
<b>Reports to</b> Manager, Finance	<b>Positions reporting to Manager may include</b> Contracts and Facilities Officer      Business Admin Officer Finance Officer                              Business Support Officer	
<p><b>Business Services</b></p> <p>Provides the Auditor General with the services and strategies necessary to ensure effective communication with Parliament, the community and stakeholders in public sector audit. In addition this Business Unit ensures the human, financial and other resources of the Office are used efficiently and effectively and that management has the information to effectively run the Office.</p> <p><b>Enhancing the Relevance and Timeliness of Services</b></p> <p>The challenge for Business Services is firstly to support the Auditor General and ensure his Reports and his wider role in the community best address the needs of Parliament and the public for independent information on public sector performance and accountability.</p> <p>The second challenge is to enhance the relevance, technical quality and timeliness of the Office's products and services.</p> <p>The policy work of Business Services entails the provision of strategic advice, monitoring and analysing issues and trends, and liaising with key stakeholders in the Office's operations.</p> <p><b>Key Challenges for Business Services include:</b></p> <ul style="list-style-type: none"> <li>• Managing the differing priorities of multiple internal and external stakeholders</li> <li>• Supporting change as we strive for greater efficiencies and effectiveness</li> <li>• Delivering the level of service required to meet OAG business requirements</li> <li>• Establishing and managing systems and processes that support the current business demands but that are also flexible enough to adapt to meet the future needs of the OAG.</li> </ul>		
<p><b>Role of this position</b></p> <ul style="list-style-type: none"> <li>• Monitors and analyses the integrity of financial transactions.</li> <li>• Oversees financial operations processing and reconciliations.</li> <li>• Assists with budgeting and related planning, reporting and policy implementation</li> <li>• Maintains the asset management register.</li> </ul>		
<p><b>Essential qualification/s</b></p> <ul style="list-style-type: none"> <li>• Relevant post-secondary or tertiary qualification and/or relevant experience.</li> </ul>		

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**RESPONSIBILITIES OF THIS POSITION**

**Financial Accounting**

- assisting the preparation of financial statements and Annual Reports
- maintaining financial reporting systems and financial information to comply with legislative requirements
- assisting in the preparation of the month-end financial reporting
- assisting with Treasury Strategic Information Management System data entry
- assisting in the preparation of statutory taxation returns
- contributing to financial management policy and procedure development and implementation
- contributing to updating the Accounting Manual and ensuring compliance with documented processes and policies.

**Budgets**

- assisting with expenditure and revenue annual estimates, and annual budget submission preparation
- assisting budget management reporting including monitoring, analysing and reporting expenditure and revenue budget variations.

**Accounts**

- undertaking and supervising monthly reconciliations
- supervising the processing, checking and approval of invoices and input into the Financial Management Information System
- supervising routine accounting processes and procedures.

**Asset Management**

- maintaining the Asset and Attractive Items Register
- ensuring high-level control over asset purchases, disposals and asset movements
- reconciling asset register to General Ledger monthly
- confirming depreciation calculations against the asset register and General Ledger.

Other duties as directed.

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**ESSENTIAL CAPABILITIES**

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

**ESSENTIAL - Technical**

- Knowledge, experience and understanding of relevant financial management and accounting legislation, procedures and Standards.
- Demonstrated analytical and problem solving skills in an accounting environment.

**ESSENTIAL - Leadership**

**Managing operations**

- Demonstrates a sense of purpose and direction
- Able to link operational activities to team and Business Unit objectives
- Harnesses information
- Shows judgment, intelligence and common sense

**Achieving results**

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

**Building productive relationships**

- Maintains internal and external relationships
- Facilitates team cooperation
- 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 CBD.**

**CERTIFICATION**

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

Signature	 ..... <b>Auditor General</b>	Date	.....1 May 2018.....
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