



Job Description Internal Auditor Level 4

Position Number:	00036013	FTE:	1.0
Directorate:	Office of the Director General	Agreement/Award:	Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
Branch:			
Location:	Osborne Park		
Permanent/Temporary			
Position:	Permanent		

Reporting Relationships

Reports to:

Senior Internal Auditor, Level 6

Other officers reporting to the above office:

No other reports

This Office – officers under direct responsibility:

No direct reports

Key Role Statement

To provide support to the Senior Internal Auditor in the planning and undertaking of internal audits. This involves the collection, analysis, interpretation and documentation of information to support audit results.

This position is also required to assist the Senior Internal Auditor and Chief Audit Executive in the development and subsequent completion of the Department's annual internal audit program. This includes assisting with internal audit planning, fieldwork, report writing and follow up reviews.

Key Responsibilities

- Scheduling entry, exit and other audit meetings as well as minute taking during these meetings.
- Maintaining internal audit records, including all audit working papers, draft and final reports.
- Coordinating, updating and acquittal of the internal audit recommendations register.
- Audit sampling.
- Providing secretariat support to the Department's Internal Audit and Risk Management Committee.
- Maintaining a high level of awareness and knowledge of relevant trends and issues in relation to professional auditing standards, state government legislation and guidelines.
- Assisting the Senior Internal Auditor in the development and execution of audit strategy.

Selection Criteria

Essential

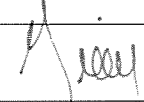
- Knowledge of modern auditing and review methods and experience in undertaking risk-based internal audits.
- Ability to work with minimum supervision and/or as part of a team.
- Sound knowledge of legislative requirements and standards governing public sector financial administration and accountability.
- Demonstrated interpersonal skills with the ability to work cooperatively with other at all levels.
- Well-developed verbal and written communication skills.

Other Requirements

1. A relevant tertiary qualification.
 2. Membership of, or progress towards membership of, the Australian Society of Certified Practising Accountants or the Institute of Chartered Accountants in Australia or the Institute of Internal Auditors or equivalent.
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CERTIFICATION

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

A/Director Office of the Director General		A/Director General	
Name:	Adam Walker	Name:	Anne Driscoll
Signature:		Signature:	
Date:		Date:	3/11/17

HR USE ONLY

Date Registered on TRIM:	6/11/2017	TRIM Reference No.	F16/0016651
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