

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. We apply an open, honest and fair approach to our stakeholders.

Quality – We provide credible work that makes a difference. We take pride in our work and strive to deliver above expectations, using continuous improvement opportunities to improve our efficiency and effectiveness.

Respect – We value the contribution of our people, clients and the community, and encourage a collaborative approach to our work.

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 Assistant Director		
Effective Date December 2019	Position Number Generic	Level Level 7
Program Attest Audit	Business Unit Financial Audit	Salaries Agreement/Award PSCSAA
Reports to Senior Director, Financial Audit	Other positions reporting to Senior Director may include Director Assistant Directors Audit Managers Principal Auditors Senior Auditors Auditors Graduates	
<p>Financial Audit Unit Provides Parliament with audit opinions on state government financial statements, controls and performance indicators and provides local governments with audit opinions on financial statements. The scope and nature of the work and results delivered have a wide impact of serving the public interest, through identifying matters of significance.</p> <p>Improving Financial Management and Accountability The aim of the work of Financial Audit is improving financial management and accountability across the two tiers of WA government; increasing the transparency of government operations; and providing Parliament with assurance about public administration; and informing Parliament's decision-making when resourcing state government programs and service delivery.</p> <p>The Office of the Auditor General audits and provides opinions to provide assurance that the annual financial statements and, where applicable, key performance indicators of government entities are based on proper accounts and fairly presented. This includes state government departments, statutory authorities, corporatised entities, universities and state training providers; and local government bodies.</p> <p>Across Government Benchmarking Audits, and other limited scope performance audits These audits build on our annual financial audits by sampling entities across areas of common business practices. The audits provide insight into good practice, control weaknesses and exposures to improve overall performance.</p>		
<p>Role of this position</p> <ul style="list-style-type: none"> • leads and manages assurance auditing operations, ensuring the effective and efficient issuing of opinions on financial statements, controls and performance indicators to satisfy the independent, statutory objectives of the Auditor General • manages business plans and work schedules ensuring the timely achievement of statutory reporting objectives and pursuing opportunities to add value to OAG and other entity services • manages selected major audits and contract audits. 		
<p>Essential qualification/s</p> <ol style="list-style-type: none"> 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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RESPONSIBILITIES OF THIS POSITION

Assists the director assurance services with:

- management of employees and audit activities
- development and delivery of training
- leadership of the auditing of financial statements, controls and performance indicators
- forming audit opinions to satisfy the independent, statutory objectives of the Auditor General
- client liaison and relationship management
- the development of policies and standards relating to performance and attest auditing.

Manages complex assurance audit activities:

- manages audit teams on complex or major audits
- contract management in relation to selected audits that are performed by contracted audit service providers
- including the resolution and reporting of issues
- identifies significant matters arising from attest auditing operations that may warrant performance examination
- ensures adherence to policies and procedures relevant to budgetary, legislative and Office directives.

Provides advice and recommendations:

- on accounting practices and procedures to maintain audit service information to government entities
- to promote continuous improvement and innovation that optimise customer services and increase audit effectiveness and efficiency.

Stakeholder liaison:

- to remain informed of relevant issues
- maintain professional currency in auditing and accounting standards and directions.

Manages the timely, efficient and effective implementation of:

- business plans
- projects and work schedules.


Undertakes other duties and special projects as required.

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Essential Capabilities These reflect the specialist technical and leadership capabilities of the position		
<u>ESSENTIAL - Technical</u>		
Experience in external assurance auditing		
<ul style="list-style-type: none"> • External auditing of financial statements. • Interpretation and application of accounting and auditing standards. 		
<u>ESSENTIAL - Leadership</u>		
Shaping and managing strategy		
<ul style="list-style-type: none"> • Inspires a sense of purpose and direction • Focuses strategically • Harnesses information and opportunities • Shows sound judgement, intelligence and common sense 		
Achieving results		
<ul style="list-style-type: none"> • Builds organisational skill and responsiveness • Marshals professional expertise • Steers and implements change and deals with uncertainty • Delivers intended results 		
Building productive relationships		
<ul style="list-style-type: none"> • Nurtures internal and external relationships • Facilitates cooperation and partnerships • Values individual differences and diversity • Guides, coaches and develops people 		
Exemplifying personal integrity and self-awareness		
<ul style="list-style-type: none"> • Demonstrates public service professionalism and probity • Engages with risk and shows personal courage • Commits to action • Displays resilience • Demonstrates self-awareness and a commitment to personal development 		
Communicating and influencing effectively and respectfully		
<ul style="list-style-type: none"> • Communicates clearly • Listens, understands and adapts to audience • Negotiates persuasively 		
Head Office location is in Perth CBD.		
Work locations include metro, outer metro and intrastate client 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	 Auditor General	Date10 December 2019.....
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