

# 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.

<b>Position Title</b> Senior Director		
<b>Effective Date</b> December 2019	<b>Position Number</b> Generic	<b>Level</b> Level 9
<b>Program</b> Attest Audit	<b>Business Unit</b> Financial Audit	<b>Salaries Agreement/Award</b> PSCSAA
<b>Reports to</b> Assistant Auditor General - Financial Audit	<b>Other positions reporting to the AAG-FA may include</b> Directors Assistant Directors	
<p><b>Financial Audit Unit</b></p> <p>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><b>Improving Financial Management and Accountability</b></p> <p>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><b>Across Government Benchmarking Audits, and other limited scope performance audits</b></p> <p>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><b>Role of this position</b></p> <ul style="list-style-type: none"> <li>• directs the implementation of contemporary assurance auditing policies and procedures</li> <li>• leads assurance auditing operations for a portfolio of government entities</li> <li>• signs audit opinions</li> <li>• coordinates the preparation of Reports to Parliament</li> <li>• manages the implementation of Program business plans and work schedules</li> <li>• pursues opportunities to add value to OAG and other client entity services</li> <li>• coordinates reports on across government benchmarking audits.</li> </ul>		
<p><b>Essential qualification/s</b></p> <ol style="list-style-type: none"> <li>1. a relevant tertiary qualification</li> <li>2. substantial relevant audit experience</li> <li>3. full membership of a relevant professional accounting body.</li> </ol>		

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## RESPONSIBILITIES OF THIS POSITION

### AUTHORITY:

Delegated authority to sign certifications as specified.

### Leads and manages:

- contributing to the strategic direction, management and achievement of Financial Audit
- develops, implements and monitors Unit business plans, projects and work schedules ensuring the timely, effective and efficient achievement of business objectives
- continuous improvement and change within the Unit
- employee performance and development.

### Directs complex assurance audit activities:

- coordinates the preparation of Reports to Parliament
- signs audit opinions
- contributes to the development of, and implements and monitors, contemporary assurance auditing standards, policies and procedures
- directs and manages audit teams auditing of financial statements, controls and key performance indicators across a portfolio of government entities
- forming audit opinions to satisfy the independent, statutory objectives of the Auditor General
- promotes and identifies significant matters arising from assurance auditing operations that may warrant performance examinations
- ensures responsiveness and adherence to endorsed Standards and focuses on meeting business objectives.

### Provides liaison and provision of expert advice:

- to the Auditor General, OAG senior management and staff, and externally on auditing and key performance indicator matters
- to public sector entity senior management, central agencies on the approach to, and current developments in, performance and compliance auditing
- to agencies, Boards, Councils, ministerial Chiefs of Staff and partners in private sector auditing organisations on accounting, controls, financial reporting and performance indicators and the outcome of assurance audits
- including promoting continuous improvement and innovation that optimises customer services and increases audit effectiveness and efficiency.

### Undertakes stakeholder liaison:

- liaises with key stakeholders in the public and private sectors and professional bodies within and outside Western Australia to maintain currency with relevant issues, trends and developments; and
- representing the Office effectively on external committees, at seminars, workshops and other forums as appropriate.

Undertakes special projects as required.

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**Essential Capabilities**  
These reflect the specialist technical and leadership capabilities of the position.

**ESSENTIAL - Technical**

- Substantial experience in, and advanced knowledge of, accounting standards and contemporary auditing and assurance standards, principles and practices
- Advanced knowledge of performance reporting
- External auditing of financial statements and controls
- Interpretation and application of accounting and auditing standards
- Implementation of policies and strategies
- Well-developed understanding of accountability principles, the Public Sector and the Westminster system of government.

**ESSENTIAL - Leadership**

**Shaping and managing strategy**

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows sound judgement, intelligence and common sense

**Achieving results**

- Builds organisational skill and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results

**Building productive relationships**

- 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**

- 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

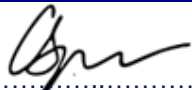
**Communicating and influencing effectively and respectfully**

- 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 ..... <div style="text-align: center;"> <b>Auditor General</b></div>	Date .....10 December 2019.....
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