

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 Graduate Auditor		
Effective Date June 2019	Position Number Generic	Level Level 2
Program Attest Audit	Business Unit Financial Audit	Salaries Agreement/Awards PSGO(CSA)GA
Reports to Senior Director, Financial Audit	Other positions reporting to Senior Directors may include Directors and Assistant Directors Senior Auditors Audit Managers Auditors Principal 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>Financial management and accountability Through our financial audits we aim to increase the transparency of government operations; and provide Parliament with assurance about public administration; and informing Parliament's decision-making when resourcing state government programs and service delivery.</p> <p>Each year the Auditor General audits and provides opinions on the annual financial statements and key performance indicators of just over 200 state and local government organisations. This includes statutory authorities, corporatised entities, universities and state training providers. These audits provide assurance to Parliament that the financial statements and KPIs are based on proper accounts and fairly presented.</p> <p>Across Government Benchmarking 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 so that all agencies, including those not audited, can consider their own performance.</p>		
<p>Role of this position</p> <ul style="list-style-type: none"> • to acquire the technical skills and knowledge to assist in teams undertaking assurance auditing of government sector entities. • to develop the skills to actively contribute to positive team outcomes. • to undertake the requisite studies and mentor program to gain professional accreditation. 		
<p>Essential qualifications</p> <ol style="list-style-type: none"> 1. relevant tertiary qualification 2. eligibility/progression towards membership of a relevant professional accounting body. 		

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RESPONSIBILITIES OF THIS POSITION		
<p>Completes all of the requirements of the formal, intensive Graduate Induction Program.</p> <p>Undertakes all formal and informal training programmed by the Office.</p> <p>Undertakes progressive units of a course of studies with a recognised professional accounting body.</p> <p>Under supervision, assists in conducting audits in accordance with relevant legislation and auditing standards:</p> <ul style="list-style-type: none"> • collates, compiles and compares information on financial systems • analyses financial procedures, systems and information • interviews client entity employees to gather/communicate information • delivers component tasks in a timely effective way. <p>Records/collates information for reporting audit results</p> <ul style="list-style-type: none"> • prepares draft reports • prepares audit memoranda. <p>As a team member</p> <ul style="list-style-type: none"> • actively contributes to positive team outcomes • supports team members to resolve issues. <p>Undertakes other duties as required.</p>		

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ESSENTIAL CAPABILITIES These reflect the specialist technical and leadership capabilities of the position.		
ESSENTIAL - Leadership		
Managing tasks		
<ul style="list-style-type: none"> • Demonstrates a sense of purpose • Harnesses information • Shows sound judgement, intelligence and common sense 		
Achieving results		
<ul style="list-style-type: none"> • Contributes to organisational skill and responsiveness • Utilises professional expertise • Delivers intended results 		
Building productive relationships		
<ul style="list-style-type: none"> • Facilitates team cooperation • Values differences and diversity 		
Exemplifying personal integrity and self-awareness		
<ul style="list-style-type: none"> • Identifies and responds to risk • Displays resilience • Demonstrates 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 		
Head Office location is in Perth. 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	Date6 June 2019.....
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