

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 Senior Finance Officer		
Effective Date October 2020	Position Number AUD00082	Level Level 6
Program Finance	Business Unit Business Services	Salaries Agreement/Award PSGOG Agreement
Reports to Manager Finance	Other positions reporting to Manager Finance include Contracts and Facilities Officer Finance Assistant Finance Officer	
<p>Business Services</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>Enhancing the Relevance and Timeliness of Services</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>Key Challenges for Finance Branch include:</p> <ul style="list-style-type: none"> • Managing the differing priorities of multiple stakeholders • Supporting change as we strive for greater efficiencies • Delivering the level of service required to meet Office deadlines • Managing systems and processes that support the current business demands but are flexible enough to adapt to meet the future needs of the OAG. 		
<p>Role of this position</p> <ul style="list-style-type: none"> • undertakes financial reporting, provides financial and technical advice, and develops financial policies and procedures. • undertakes budget preparation, analysis, reporting and forecasting. 		
Essential qualification/s 1. a relevant tertiary qualification	Desirable 2. membership of a professional accounting body.	

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RESPONSIBILITIES OF THIS POSITION

Financial accounting and reporting

- manages, maintains and ensures the integrity of the General Ledger and Chart of Accounts
- prepares monthly, quarterly and annual internal and external financial reporting
- contributes to the preparation of annual financial statements and key performance indicators
- certifies invoices and expenditure
- supports internal and external audit programs and handles audit queries
- contributes to financial management policy development, providing advice and monitoring compliance
- ensures information maintenance on the Strategic Information Management System (SIMS) and responding to Treasury queries
- contributes to financial systems projects
- prepares and lodges statutory tax returns.

Budgets

- contributes to the preparation of annual expenditure and revenue estimates and annual budget submissions, and documentation for the Budget Estimates process
- provides monthly and quarterly budget management reporting
- monitors budget expenditure and revenue, financial performance, out-turns, taxation implications and reporting
- contributes to the development and maintenance of effective management reporting.

Advice

- provides strategic advice on contract management to ensure compliance with relevant policies and procedures
- provides advice on accounting treatments for business transactions
- provides first point of contact for internal and external accounting and financial management queries.

Undertakes projects and other duties as required

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ESSENTIAL CAPABILITIES

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

ESSENTIAL - Technical

- Sound knowledge of statutory financial and budget management frameworks.
- Demonstrated experience preparing financial accounting, budget and management reports.
- Demonstrated ability to undertake high level and complex financial analysis.

ESSENTIAL - Leadership

Shaping and managing operations

- Demonstrates a sense of purpose and direction
- Able to link operational activities to strategy
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

Achieving results

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

Building productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- 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

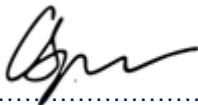
- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

Head Office location is in Perth CBD

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	Date ...5 October 2020.....
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