

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.

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| Position Title Manager, Finance – Chief Financial Officer | | |
| Effective Date June 2020 | Position Number AUD00043 | Level Level 7 |
| Program Finance | Business Unit Business Services | Salaries Agreement/Award PSCSAA |
| Reports to Assistant Auditor General, Business Services | Other positions reporting to Assistant Auditor General, Business Services may include Managers Communications, Chief Information Officer, Director Workforce and Development | |
| <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. Business Services 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 her reports and the 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 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 diverse finance expectations and priorities of multiple stakeholders managing change as we strive for greater efficiencies delivering the level of service required to meet Office and Parliamentary deadlines managing systems, practices and processes that support the current business demands and 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"> manage day to day operational financial services and outputs provide strategic financial consultancy and advisory services to internal and external stakeholders manage financial accounting, auditing, reporting and budgetary requirements to meet legislative obligations and government reporting. | | |
| <p>Essential qualifications</p> <p>A relevant tertiary qualification and full membership of a relevant professional accounting body.</p> | | |

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RESPONSIBILITIES OF THIS POSITION

Strategy

- advise and consult with Executive and senior management on financial, administrative management and governance issues
- provide advice and recommendations on the application of financial and administrative strategy, policy and operations
- coordinate strategic and operational financial and administrative planning and budgeting; and control expenditure to optimise the use of resources
- develop and maintain the Financial Management Manual
- participates on internal and external forums as appropriate.

Management

- quality assure and manage Finance branch operational processes for continuous improvement
- manage the relationship with Treasury and represent the Office at estimates and budget hearings
- plan, develop, organise and guide financial and administrative activities in collaboration with the AAG - Business Services
- manage strategic asset management and capital works budget
- manage the internal and external audit programs, including reporting and issue acquittal
- monitor procurement and contract management for compliance with public sector legislative and administrative requirements
- assess team capability for succession planning, talent management, effectiveness and efficiency.

Accounting and reporting

- ensure compliance with accounting procedures and practices in accordance with relevant legislation, accounting standards and Treasurer's Instructions
- oversee cyclic and one-off internal and external financial reporting
- prepare annual financial statements and Key Performance Indicators in accordance with accounting standards and Treasurer's Instructions
- formulate and review audit charge-out rates and procedures, resource acquisition plans and asset management systems
- monitor budget expenditure and revenue, financial performance, out-turns, taxation implications and reporting
- maintain professional currency and environmental and trend awareness in financial and administrative management.

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

- Demonstrated experience and understanding of the FMA, Treasurer's Instructions and Accounting Standards and preparation of accrual accounting reports.
- Demonstrated experience leading a Finance team delivering accounting, budgeting and financial reporting requirements.
- Demonstrated understanding of the Government Budget process and experience in the preparation of submissions to Treasury.
- Demonstrated experience with computerised Financial Management Information Systems.

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

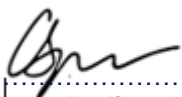
Communicating and influencing effectively and respectfully

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

Head Office location is Perth CBD.

CERTIFICATION

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

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| Signature |  | Date |23 June 2020..... |
| Auditor General | | | |