

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 Auditor		
Effective Date November 2020	Position Number Generic	Level Level 4
Program Attest Audit	Business Unit Financial Audit	Salaries Agreement/Award PSCSA Agreement
Reports to Senior Director, Financial Audit	Other positions reporting to Senior Director include Director Assistant Directors Audit Managers Principal Auditors Director Assistant Directors Audit Managers Principal Auditors	
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.		
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.		
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.		
Focus Area 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.		
Role of this position <ul style="list-style-type: none">plans, conducts and reports on the audits of financial statements, controls and performance indicators.		
Essential qualification/s <ul style="list-style-type: none">relevant tertiary qualificationcommenced CPA, CAANZ, IPA or an appropriate equivalent.		

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RESPONSIBILITIES OF THIS POSITION

Plans audits:

- assesses capabilities and allocates tasks and responsibilities appropriately
- researches and analyses client data
- completes methodology planning documentation for approval
- contributes to timeline for audit conduct and completion
- establishes client contact and maintains positive relationships.

Conducts audits in accordance with relevant legislation and auditing standards:

- performance of audit program and testing
- communicates with the client
- completion, documentation and analysis of evidence
- reports and delivers component tasks in a timely effective way.

Reports audit results:

- informs the Director of findings
- prepares draft reports
- writes and submits management letters
- participates in entry and exit interviews
- prepares material on audits assigned for consideration for inclusion in the reports of the Auditor General to Parliament.

As a team member:

- supervises and reviews junior employees' work to ensure compliance
- provides on-the-job training and shows a commitment to ongoing professional development
- actively contributes to positive team outcomes
- supports team members to resolve issues
- follows direction.

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.

ESSENTIAL - Technical

- Experience in external assurance auditing.
- External auditing of financial statements.
- Interpretation and application of accounting and auditing standards.

ESSENTIAL - Leadership

Managing operations

- Demonstrates a sense of purpose and direction
- Able to link operational activities to team and Business Unit objectives
- Harnesses information
- Shows judgement, intelligence and common sense

Achieving results

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

Building productive relationships

- Maintains internal and external relationships
- Facilitates team cooperation
- 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	Date4 November2020.....
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