



Office of the Auditor General
Serving the Public Interest

JOB DESCRIPTION FORM

Assistant Auditor General, Financial Audit

Class 3

Vision

Serving the public interest by an informed Parliament

Mission

To help improve public sector performance and accountability by reporting independently to Parliament

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 and take an open, honest and fair approach to our stakeholders.

Quality

We improve the performance of the Office and the public sector by working together to manage our resources, our people and our relationships.

Service

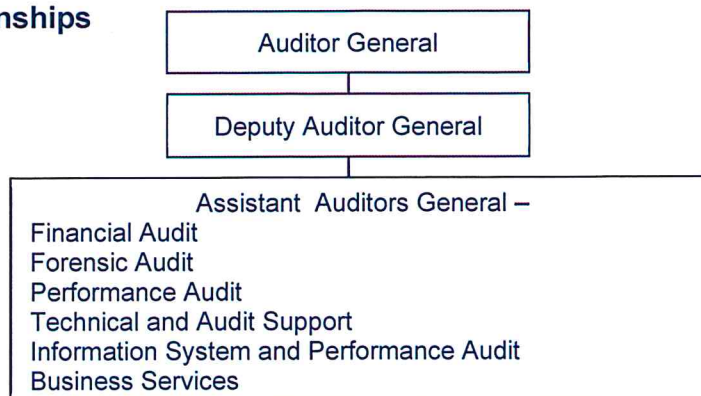
We perform our duty to the Parliament and community, valuing the contribution of our people and stakeholders, and encouraging a collaborative and open approach to our work.

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.

Role of the Assistant Auditor General, Financial Audit

- leadership and maintenance of professional capability across the largest division of the OAG
- designs and directs the strategic implementation of contemporary policies, practices and procedures in attest auditing operations for all local and state government entities in accordance with professional standards
- advises the Auditor General, Chief Executive Officers, local government and senior public sector stakeholders, and public practice partners in relation to assurance services
- directs examination and benchmarking of the effectiveness of local and state government entities' financial and management control and compliance with legislation and government imperatives.

Reporting relationships



Position title Assistant Auditor General Financial Audit	Position number AUD00013	Level Class 3
Effective date January 2021	Program Attest Audit	Business Unit Financial Audit

Financial management and accountability

Financial auditing aims to increase the transparency and accountability of government operations; provide Parliament and local governments with assurance about public administration; and inform their decision-making when resourcing government programs and service delivery.

The scope and nature of audit work, and the results delivered have a wide impact of serving the public interest, through identifying matters of significance and building understanding of important financial management and reporting principles.

Financial Audit Unit

The Financial Audit unit provides Parliament with audit opinions on the financial statements, controls and key performance indicators for approximately 170 state government agencies. 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.

Financial Audit also provides audit opinions on the financial statements of 148 local government entities to the Council, CEO and Minister.

The program is delivered with an in-house team of approximately 100 staff and the support of a large number of our contract audit firms and partners.

Focus 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.

Responsibilities of this position

Authority

Delegated authority to sign audit opinions and certifications as specified.

Strategic leadership and management

- providing strategic leadership to the business unit, ensuring consistency with strategic and operational goals of the Office and a high standard of professional capability within the division and in support of other OAG divisions.
- leading a management team for effective implementation of, and adherence to, Office policies, standards and procedures within budgetary, legislative and organisational boundaries
- ensuring resource management anticipates and responds to trends and issues impacting Financial Audit functions, the Office and the independence of the Auditor General
- advising and liaising with the Auditor General, Chief Executive Officers, local government and senior public sector stakeholders, professional bodies and public practice partners in relation to assurance services
- strategic scanning and analysis of factors impacting client sectors, ensuring the implementation of appropriate planning and response
- participating in Executive decision making on policy, strategic direction, risk management and resource allocation in the best interests of the OAG as a whole.

Technical/core business

- directing the delivery of assurance services that satisfy the independent, statutory objectives of the Auditor General
- leading continuous improvement in efficient, high quality attest auditing and business unit deliverables
- directing the development, implementation and monitoring of operational planning to achieve efficient, timely and relevant audit outcomes
- directing the management and quality assurance of contracted audit services
- monitoring client satisfaction survey results for trends, and potential remedial intervention
- directing across government benchmarking examinations of financial and legislative compliance.

Liaison and communication

- high level liaison, consultation and negotiation with stakeholders including Parliamentarians, local government officers and elected officials, State and Federal agencies, professional bodies and the private sector
- establishing and maintaining networks to advance the OAG's role and services with stakeholders
- remaining informed and current on relevant strategic issues and professional and sectoral developments and directions
- representing the Auditor General and the Office on appropriate external bodies and at relevant forums.

Undertakes other duties and special projects as required.

Essential qualification(s)

- relevant tertiary qualification
- membership of a relevant professional accounting body.

Essential capabilities

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

ESSENTIAL – Technical

- extensive practical experience in external assurance auditing in a complex, diverse environment
- interpretation, application and experience with accounting and auditing standards and methodologies
- substantial experience leading professional project managers across a broad portfolio of client entities: managing risk, procurement and resourcing
- understanding of accountability principles 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
- Manages financial and physical resources in a constrained environment

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, intrastate and interstate agency locations.

Travel allowances paid for intrastate and interstate travel.

Ability to obtain and maintain security vetting and police clearances is essential.

CERTIFICATION

This document is an accurate statement of the responsibilities and requirements of this position.

Signature:


Auditor General

Date: 19 January 2021