## Principal Auditor

## Level 5

### Our vision

Supporting accountability and continuous improvement in the public sector through an informed Parliament and community.

### Our mission

Serve the public interest through independent auditing and reporting on State and local government finances and performance.

### Our values

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| Integrity | Quality | Service |
| We conduct our business in an independent, professional and ethical manner. We apply an open, honest and fair approach to our stakeholders. | We provide credible work that makes a difference. We take pride in our work and strive to deliver above expectations, being agile to improve our efficiency and effectiveness. | 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.  |

### 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.

### Reporting relationships

#### Role of position

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| * plans, supervises, conducts and reports on audits of financial statements, controls and performance indicators.
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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
* constructs timeline for audit conduct and completion
* establishes client contact and positive relationships.

##### **Conducts audits in accordance with relevant legislation and auditing standards:**

* performance of audit program and testing
* communicates with the client
* documentation and analysis of evidence
* reports and delivers in a timely effective way.

##### **Reports audit results:**

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

##### **As a team member:**

* leads a small audit team, supervises and reviews junior employees’ work to resolve issues and 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 qualifications** |
| * A relevant tertiary qualification
* Substantial completion of CPA, CAANZ or IPA program or an appropriate equivalent
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#### Essential capabilities – Technical

* external auditing of financial statements.
* interpretation and application of accounting and auditing standards.

#### Essential capabilities – Leadership

##### **Manages operations**

* supports shared purpose and direction
* able to link operational activities to strategy
* harnesses information and opportunities
* shows sound judgement, intelligence and common sense

##### **Achieves results**

* contributes to organisational skill and responsiveness
* identifies and utilises professional expertise
* accepts and implements change
* delivers intended results

##### **Builds productive relationships**

* nurtures internal and external relationships
* facilitates cooperation and partnerships
* values differences and diversity
* supports and develops people operationally

##### **Exemplifies 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

##### **Communicates and influences effectively and respectfully**

* communicates clearly
* listens, understands and adapts to audience
* negotiates persuasively

###### **CERTIFICATION**

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