



JOB DESCRIPTION FORM



Graduate Financial Auditor Level 3

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.

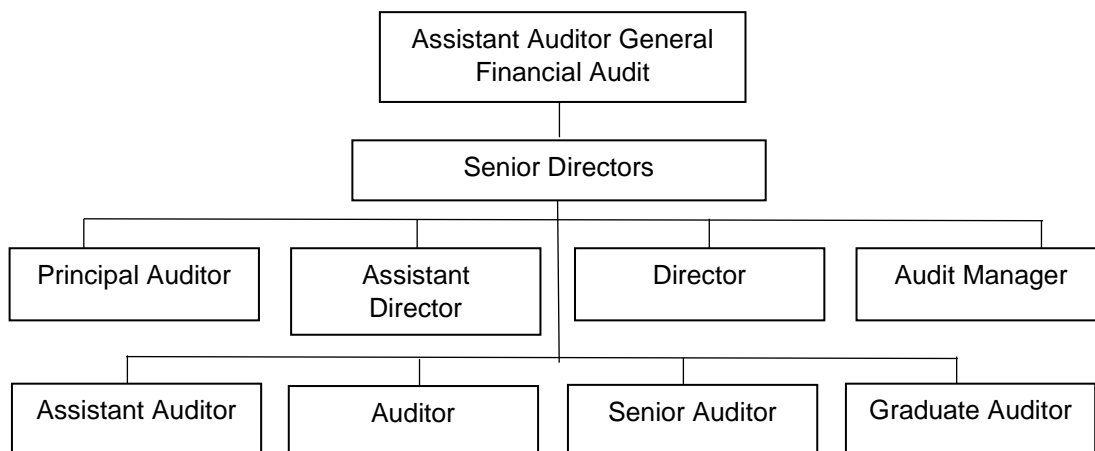
Our values

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

- supports and undertakes financial auditing of government sector entities
- undertakes continuous learning across the organisation, contributing to team outcomes, and undertakes required studies.

Responsibilities of this position

- under supervision, assists in conducting audits in accordance with relevant legislation and auditing standards:
 - collates, compiles and compares information on financial systems
 - analyses financial procedures, systems and information
 - interviews client entity employees to gather/communicate information
 - prepares draft letters of findings for management
- delivers completed tasks on time
- actively contributes to positive team outcomes
- completes all of the requirements of the graduate program, including formal and informal training programmed by the Office
- obtains provisional membership with a recognised professional accounting body
- travel to audit sites, as required. This may include travel to regional WA.
- undertakes other duties as required.

Essential qualifications

- a bachelor degree in business, commerce or relevant discipline that provides eligibility for membership of a relevant professional accounting body

Essential capabilities – Technical

- willingness to learn and develop expertise to achieve organisational goals
- experience working collaboratively with team members and stakeholders, treating others with respect and courtesy
- demonstrated ability to research, analyse and interpret information and report findings
- ability to communicate effectively with a range of stakeholders, verbally and in writing
- proven ability to prioritise tasks to meet deadlines.

Essential capabilities – Leadership

In accordance with WA Public Sector Commission [leadership capability profile](#) at Level 3:

- shapes and manages strategy
- achieves results
- builds productive relationships
- exemplifies personal integrity and self awareness
- communicates and influences effectively.

CERTIFICATION

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