

Role description

General information

POSITION DETAILS

Position Title	Auditor		
Classification	ASO3	Branch	Financial Audit
Type of engagement	Ongoing or Term	Reports to	Principal Audit Manager
Section		Role created	

ABOUT THE OFFICE

OUR PURPOSE

The Audit Office of South Australia strives to assist the South Australian public sector to operate to the highest levels of accountability and integrity.

We provide timely, relevant information to Parliament on the performance and accountability of government agencies and local government from our audits, reviews and examinations.

OUR VALUES

Integrity, Accountability, Responsiveness, Collaboration, Courage and Tenacity, Respect, Innovation

For more information regarding our office refer to <https://www.audit.sa.gov.au/>

ABOUT OUR TEAM

We have three branches in the Office: Financial Audit, Performance Audit and the Business Support Branch.

The Financial Audit Branch provides planning, conduct and reporting of independent audits. It undertakes a variety of work, including financial statement audits, reviews of internal controls across government and extended reviews of specific agency operations. The branch manages the audits of a wide variety of public sector agencies, reviews internal controls and issues of importance and interest in the public sector.

The Branch is divided into four Directorates (reporting to an Executive Director (Financial Audit) or the Assistant Auditor-General (Financial Audit)). Each directorate is divided into a group of smaller audit

teams consisting of between 4 and 7 people, who are allocated a set of public sector agencies as their audit clients.

ABOUT THE ROLE

The Auditor is our graduate entry level role. The work is initially performed under close supervision, supported by on and off the job training. The level of supervision and direction lessens as experience and knowledge increases, with more complex work assigned as experience increases.

The Auditor assists with financial compliance and internal controls audits, contributes to the development of public sector financial statements that comply with regulatory and professional standards.

The Auditor also assists in the conduct of extended reviews that are allocated to their team. Extended reviews focus on issues of importance and interest in the public sector to promote the efficiency and economy of the use of public sector resources.

REPORTING/WORKING RELATIONSHIPS

- Reports to the Principal Audit Manager.
- Works closely with other members of the financial audit team.
- Takes direction from senior members of the team for specific tasks.
- Liaises with staff of client agencies.
- May contribute to the training of new staff and undergraduate placements.

SPECIFIC REQUIREMENTS

- Employment is subject to:
 - completion of essential qualification requirements
 - a successful national criminal history record check.
- This role is located in the Adelaide metropolitan area.
- Significant out of hours work will be required during the Audit Report period (July to September) and some work outside normal hours may be required at other times.
- Generally, periods of leave will not be granted between July and September.
- May undertake intrastate/interstate travel where appropriate.
- May be assigned to other teams/locations within the office to perform work of a similar nature.

Key responsibilities

Conduct of the audit
<ul style="list-style-type: none"> • Undertake core audit tasks within agreed timeframes and in accordance with the office methodology, policies and procedures and Auditing standards. The work includes: <ul style="list-style-type: none"> — documenting business cycles and internal controls, — analytical review, — controls and substantive testing, and — financial statement verification. • Develop and maintain effective working relationships with clients. • Maintain audit independence in all dealings with clients. • Effectively utilise the application of audit software and Microsoft Office. • Effectively utilise data analytics techniques and tools. • Complete working papers by agreed deadlines and in accordance with policy requirements for suitable content and format for the office review processes. • Participate in formulating opinions on issues identified and the development of recommendations for improvement. This includes: <ul style="list-style-type: none"> — drafting of audit findings for inclusion in management letters, — communication of audit findings in exit interviews with client management. • After consultation with senior staff, provide advice to clients on sound financial management.

Audit Office expectations

Contribute to team objectives
<ul style="list-style-type: none"> • Demonstrates awareness of team objectives and contributes to the ongoing development of the team plan. • Supports the maintenance of a harmonious work environment which maximises team effectiveness. • Contributes to team development and team building. • Efficiently manages allocated resources in accordance with office policy and procedures. • Participates in scheduled training and ensures timelines for allocated work incorporate absences for off the job training.
Contribute to Audit Office objectives
<ul style="list-style-type: none"> • Demonstrates awareness, understands and supports the statutory responsibilities of the Auditor-General and the corporate objectives of the office. • Understands the context of the South Australian public sector and the office's operating environment.

- Supports and promotes strategies designed to improve office operations.
- Participate in consultative processes and forums and on working groups.
- Contributes to the development and maintenance of a professional image for the office.
- Complies with office policies and procedures.
- Upholds office values and the ethical standards outlined in the *Code of Ethics for the South Australian Public Sector*.
- Contributes to a safe and healthy work environment and complies with the *Work Health and Safety Act 2012*.

Knowledge, skills and competency profile

KNOWLEDGE AND SKILLS	
Qualifications	Essential qualification <ul style="list-style-type: none"> • Completed a Bachelor level degree (recognised in Australia) in accounting or commerce (majoring in accounting), or an appropriate degree recognised by the Auditor-General. • The completed degree must meet the requirements for entry into the professional accounting program offered by CPA Australia or Chartered Accountants Australia and New Zealand (through their accredited tertiary degree entry pathways).
Professional and technical expertise	<ul style="list-style-type: none"> • Knowledge of accounting methods and procedures. • Awareness of the social and economic environment and the resultant responsibility placed on the office for public accountability. • Awareness of accounting and auditing standards and practices. • Awareness of audit strategy and scope. • Ability to interpret legislation.
Key skills (refer to competency profile for more details)	<ul style="list-style-type: none"> • Clear and concise verbal and written communication skills. • Ability to work effectively in a small team environment. • Interpersonal skills to effectively liaise with clients. • Willingness and ability to learn new concepts and tasks quickly.

COMPETENCY PROFILE**THE COMPETENCY PROFILE HIGHLIGHTS THE ASPECTS OF OUR 6 CORE COMPETENCIES AT ASO3 LEVEL**

Achieves results	Key behaviours:
Self-motivated in achieving goals or results with enthusiasm and determination by managing resources effectively and efficiently and handling competing priorities.	<ul style="list-style-type: none"> Shows persistence by not giving up, sticking at a goal for as long as it is attainable. Enthusiastically sustains effort and hard work over long periods of time. Enjoys personal achievements and successes and accepts criticism in a positive manner. Handles multiple tasks, assigning priority and delivering against short-term and long-term deadlines. Uses daily planning strategies and checks progress at regular intervals. Recognises how own performance contributes to the success of the section and the office. Seeks out increasingly complex work.
Communicates effectively	Key behaviours:
Conveying with confidence and credibility, information and ideas clearly, concisely and accurately to individuals or groups having the desired impact that helps them understand and retain the message.	<ul style="list-style-type: none"> Presents as confident and professional creating a positive impression of the organisation. Asks questions to solicit information and to clarify own and others' understanding. Listens carefully to others without interrupting or speaking over the top of others. Uses body language which is consistent with verbal communication. Aware of the importance of earning the respect of others and seeks to understand how others perceive them. Maintains independence whilst communicating. Conveys accurate information. Clearly communicates in written form. Highlights and summarises key points. Influences others in a way that results in their agreement or acceptance.

Continuous learning and applying specialist expertise	Key behaviours:
<p>Taking responsibility for demonstrating and maintaining a sound level of technical, professional and specialist expertise.</p>	<ul style="list-style-type: none"> • Keeps up to date and learns about the latest developments, current tools and standards. • Actively pursues learning opportunities and relevant professional qualifications. • Seeks out and acts upon feedback positively. • Actively participates in meetings and training courses and associated training modules. • Accepts changing or new circumstances in a positive manner. • Evaluates their own performance and takes steps to improve their approach. • Seeks out more challenging technical assignments to build on their skills.
Leading and relating to people	Key behaviours:
<p>Building relationships and understanding of other's needs and motivations. Uses a range of strategies to enhance team and individual performance and to promote individual development while promoting consensus and team spirit.</p>	<ul style="list-style-type: none"> • Treats all staff fairly and equitably. • Keeps control over own emotions and avoids public outbursts. • Participates in team discussions. • Builds relationships with team members. • Builds relationships with client staff. • Actively shares own knowledge and experience with others.
Problem solving	Key behaviours:
<p>Using innovation and conceptual thinking skills to explore all aspects of a problem and generate appropriate options and commit to a definite course of action.</p>	<ul style="list-style-type: none"> • Adapts own work methods to match varied task requirements. • Seeks information/data from a variety of sources, identifying information 'gaps'. • Sifts through and uses information selectively and maintains objectivity in analysis. • Is able to define and solve problems relating to work role. • Thinks about whose responsibility it is to take the decision and acts accordingly. • Holds self-accountable for decisions. • Produces solutions that are well thought through and are supported by data. • Actions issues quickly.

Quality orientation	Key behaviours:
<p>Setting high standards of performance for self and others, taking responsibility for success of tasks or assignments. Ensuring quality of work and compliance with Audit Office core values, standards and procedures.</p>	<ul style="list-style-type: none"> • Does not take short cuts or compromise standards. • Always complies with laid down procedures and standards. • Complies with the public sector code of conduct and employee standards. • Maintains audit independence in the conduct of the role. • Shows pride in working for Audit Office of South Australia. • Understands tasks at hand prior to execution of the work. • Monitors the quality of their own work. • Assists in monitoring the quality of the work of others as required.

Approval

Role description approval
<p>Signed:</p>  <p>Ian McGlen Deputy Auditor-General</p> <p>Date:</p>