

OFFICIAL**POSITION DETAILS**

Position Title	Senior Auditor/ Audit Manager, Financial Audit
Classification ¹	ACT Audit Office - Band 2 ¹
Reports to	Director and/or Senior Director

ABOUT THE ACT AUDIT OFFICE

Vision: An accountable and highly performing ACT Public Sector

Role: To provide an independent view to the ACT Legislative Assembly and the community on the accountability, efficiency and effectiveness of the ACT Public Sector

Values: Independence, Integrity, Professionalism, Respect, Learning and Innovation

The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory.

The ACT Audit Office conducts independent financial and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

The ACT Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff personal circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

ABOUT THE ROLE

Each year the ACT Audit Office conducts around 80 audits of financial statements and limited assurance engagements on statements of performance across diverse sectors including infrastructure, transport, utilities, health, education, insurance, justice, treasury and superannuation. Such a dynamic and diverse portfolio places the ACT Audit Office in a unique position to offer employees unparalleled audit experience.

The auditing methodology used by the ACT Audit Office is one that is used by middle tier and large accounting and assurance firms across the world.

¹ ACT Public Service Administrative and Related Classifications Enterprise Agreement 2023-2026.

OFFICIAL

The Senior Auditor/Audit Manager, under the guidance of the Director and/or Senior Director is responsible for:

- planning and completing assigned audits of financial statements and statements of performance and reporting the results of these audits, including the supervision of audit teams consisting of auditors, contractors and consultants;
- delivering high quality work that is efficiently completed in accordance with Australian Auditing Standards and the ACT Audit Office's financial audit methodology;
- assisting in the effective administration of the ACT Audit Office as required; and
- maintaining effective and constructive relationships with auditees and providing professional and technical audit and accounting advice.

Senior Auditor/Audit Manager is expected to give a high priority to:

- assisting in ensuring that assigned audits of financial statements are completed in accordance with the audit work plan, approved budgets, timetables and Australian Auditing Standards and financial audit methodology used by the ACT Audit Office;
- supervising staff on assigned audits of financial statements and provide coaching and performance feedback to staff under their supervision;
- implementing the values of the ACT Audit Office by exhibiting standards of behaviour and integrity which accord with these values; and
- applying respect, equity and diversity principles, workplace health and safety and participative work practices and principles to the work practices of the ACT Audit Office.

The Senior Auditor/Audit Manager may also assist in the:

- development of advice on accounting and auditing standards and concepts, methods and techniques;
- conduct of performance audits and investigations; and
- conduct of corporate management functions including staff development and training, procurement and contract management, office computer systems and other corporate and administrative activities.

An Audit Manager will demonstrate proficient skills in the above areas of responsibility, typically supported by approximately 5 years' of experience at the Senior Auditor level.

KEY SELECTION CRITERIA

Qualifications

Relevant tertiary professional accounting, audit, data analytics and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable (e.g. CPA, CA and CISA).

Abilities, Experience and Standard of Work Performance

1. Professional background and work experience that demonstrate practical knowledge of, and experience in, financial audit methods and the application of accounting and auditing standards and concepts.
2. Aptitude for analytical, research and investigatory work; including initiative and ability to acquire quickly a sound knowledge of unfamiliar subject matter.
3. Well-developed organisational skills with the demonstrated capacity to supervise staff and effectively manage competing priorities to complete multiple audits.
4. Well-developed oral and written communication skills, including a demonstrated capacity to prepare clear, concise reports on complex issues, and the ability to effectively represent the ACT Audit Office.
5. Ability to establish and maintain strong internal and external working relationships, including the ability to work with people from different backgrounds with varying skills and experience and to assist in team building.

Position of Trust

All ACT Government employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected, you will have [Australian Government Security Vetting Agency](#) Baseline security clearance. If you do not have Baseline security clearance, the Office will undertake an internal security assessment to assess against this criterion, while you await to apply for AGSVA Baseline Security Clearance. If your Baseline security clearance application is not successful, your employment in the role will be terminated.

Note: The conditions of employment of staff members are those contained in the *ACT Public Sector Management Act 1994* and related Public Sector Management Standards, except as provided for in the 'ACT Public Service Administrative and Related Classifications Enterprise Agreement 2023-26'.

Position profile, classification and selection criteria approved in January 2024.