ACT Audit Office

AUDITOR-GENERAL AN OFFICER OF THE ACT LEGISLATIVE ASSEMBLY

OFFICIAL

POSITION DETAILS

Position Title	Director, Financial Audit
Classification[1]	ACT Audit Office - Band 3
Reports to	Senior Director and/or Audit Principal

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

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

- planning, managing and coordinating the completion of a major portfolio of audits of financial statements, including statements of performance, and reporting the results of these audits, including leading and managing 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.

The Director, Financial Audit is expected to give a high priority to:

- the successful completion of assigned audits of financial statements 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, assist in reviewing performance; and provide professional guidance, coaching and performance feedback to audit teams under their supervision;
- maintaining effective and constructive relationships with auditees, including leading discussions, presenting audit findings and other matters identified during audits;
- exercising sound judgement and provide authoritative advice on accounting and audit standards and concepts, methods and techniques;
- contributing strongly to the performance of the ACT Audit Office and, in particular, the achievement of the Office's planned performance targets;
- 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 Director, Financial Audit may also assist in the conduct of corporate management functions including staff development and training, procurement and contract management, office computer systems and other corporate and administrative activities.

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 a sound knowledge of, or experience in, financial audit methods and practices and accounting and auditing standards and concepts, including information technology audit principles.
2. Aptitude for high level analytical, research and investigatory skills; including initiative and ability to quickly acquire a sound knowledge of unfamiliar subject matter.
3. Well-developed oral and written communication skills, including demonstrated capacity to prepare clear, concise reports on complex issues, and the ability to represent the ACT Audit Office in negotiations on sensitive and contentious issues.
4. Demonstrated strong project management skills and; capacity to lead and manage audit teams by applying high quality human resource management practices including effective management of performance, employment equity, anti-discrimination, occupational health and safety and ethical behaviour.
5. Ability to establish and maintain strong internal and external working relationships to support the vision and goals of the ACT Audit Office, 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 2023-2026'.

Position profile, classification and selection criteria approved in April 2023.