



POSITION DESCRIPTION

Position Title	BUSINESS ANALYST/AUDITOR	Position No.	30007122
Team	[Finance]	Classification	[Administrative/Professional]
Department	Group Audit	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 7-8]
Reports to	MANAGER GROUP AUDIT 30006347	HR Endorsement	6/11/2020
Purpose			

Contribute to the achievement of the Group Audit Strategic Plan as approved by the Board Audit and Risk Subcommittee through the effective and timely delivery of high quality, professional audit services.

Key Accountabilities

- Perform detailed evaluations and assessments of processes, systems, activities and functions working within a team and individually.
- Independently research, analyse, and report on the adequacy of controls, efficiency and effectiveness of operations with a view to providing value added reports to line and executive management.
- Participate in fraud investigation activity, with assistance from other team members and the Head Group Audit, as required.
- Contribute to special projects and functional improvement activities, including the use of data analytics and technology to improve the effectiveness of Group Audit.
- Under broad direction, complete assignments, draft correspondence, submissions and reports to a high professional standard and within strict deadlines.
- Liaise with staff and management at all levels throughout the ABC.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications and/or professional qualifications.
2. Experience in a research, analytical and investigative environment, and/or in undertaking performance/operational reviews.
3. Outstanding ability to analyse information, form opinions and work effectively under pressure with minimal supervision to achieve agreed outcomes in specified timeframes.
4. Exceptional ability to take initiative and anticipate problems, explore alternatives and take initiative to implement appropriate action to achieve goals.
5. Demonstrated high-level interpersonal and communication skills, with the ability to convey points clearly, concisely and quickly in a style appropriate to audience.
6. Proven ability to foster productive stakeholder relationships and work effectively as part of a team.
7. Demonstrated PC literacy using a range of applications including Microsoft Word, Excel & PowerPoint; demonstrated understanding of and ability to use databases. Willingness to expand digital capabilities, including the use of data analytics.





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8. Proven ability to prioritise, deal with confidential and sensitive matters and exercise initiative and sound judgement.
9. Proven experience preparing reports coupled with the ability to effectively communicate conclusions and propose solutions to management in a timely and professional manner.
10. Demonstrated continuous improvement mindset, including a willingness to learn and develop new skills.
11. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
12. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
13. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.