



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	SENIOR AUDITOR
Position no:	30007122
Team:	[Finance]
Department:	Group Audit
Location:	Ultimo
Reports to:	HEAD, GROUP AUDIT 30006347
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 9]
HR Endorsement:	18/05/2023

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.
- Lead fraud investigation activity, with assistance from other team members and the Head Group Audit, as required.
- Lead the focus on continuous improvement of investigation tools, methodology, and reporting, including consideration of the impact of emerging trends in relation to fraud risk.
- Lead the Travel & Expense Diagnostic reporting performed by Group Audit.
- Ensure quality assurance of all investigative reporting to drive consistency of approach.

- Manage the coordination of external investigative resources as required for complex investigations.
- 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.
- Work closely with the Head Group Audit in preparing reporting for the Audit and Risk Committee, including all aspects of reporting related to investigation outcomes and methodology.
- Liaise with management at all levels throughout the ABC, and members of the public and external stakeholders.
- 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 demonstrated equivalent significant skills, knowledge and experience.
2. Significant experience in a research, analytical and investigative environment, and/or in undertaking performance/operational reviews.
3. Expert ability to analyse information, form opinions and work effectively under pressure with minimal supervision to achieve agreed outcomes in specified timeframes.
4. Highly developed ability to take initiative and anticipate problems, explore alternatives and take initiative to implement appropriate action to achieve goals.
5. High-level interpersonal and communication skills, with the ability to convey points clearly, concisely and quickly in a style appropriate to audience. Along with the ability to seek continuous improvement through a willingness to learn and develop skills.
6. Proven ability to foster productive stakeholder relationships at the most senior levels and work effectively as part of a team.
7. Demonstrated high level computer literacy using a range of applications including Microsoft Word, Excel & PowerPoint; demonstrated understanding of and ability to use data analysis tools. Willingness to expand digital capabilities, including the use of data analytics.
8. Highly developed ability to prioritise, deal with confidential and sensitive matters and exercise initiative and sound judgement.
9. Demonstrated experience preparing high level reports coupled with the ability to effectively communicate conclusions and propose solutions to management in a timely and professional manner.
10. Highly developed and expert knowledge and experience with directing internal investigations.
11. A high standard of integrity and ethical conduct.
12. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
13. **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.

14. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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