



Tasmanian
Audit Office

Statement of Duties

Position title:	Assistant Manager - Technical and Quality
Vacancy number:	357728
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 5
Employment status:	Permanent Full Time – up to 36.75 hours per week (flexible) - Talk to us about how this could work for you. We are open to considering a range of flexible work options including part- time hours
Location:	Hobart
Business unit:	Financial Audit Services
Reports to:	Assistant Auditors-General
Direct reports:	Nil

It is strongly recommended when applying for positions with the Tasmanian Audit Office (Office) that this document is read in conjunction with the Applicant Information Kit.

Organisational context

The Auditor-General's role is governed by the *Audit Act 2008* (Audit Act). It sets out the Auditor General's functions, mandate and powers and governs the means by which the Auditor-General and his Office undertake attest, performance and other audits and investigations and report to Parliament.

The Financial Audit Services business unit (FAS) delivers the Office's financial audit program, which covers:

- Carrying out audits of the financial statements of the Treasurer and of all State entities, grant acquittal audits and other financial attest audits.

- Undertaking projects aimed at enhancing the degree of confidence in financial management and reporting by State entities.
- Reporting to Parliament on matters arising from those audits, analysis of financial results and other activities in accordance with relevant legislation.

Work within FAS is undertaken in a model where each team is allocated work. The work is then assigned to members of the team and team members at all levels undertake a variety of roles depending on the risk level and complexity of the allocated work.

Purpose of position

The central role of Assistant Manager – Technical and Quality is to support the Financial Audit Services business unit in ensuring the continued provision of our contemporary audit approach to audits and the provision of specialist advice on financial management and audit matters. The incumbent will use their strong analysis and interpretation expertise to undertake research and into a variety of financial reporting, audit and public sector matters. The role also involves supporting the Assistant Auditors-General and the Office in providing specialist financial reporting and assurance technical advice and building knowledge and capability amongst staff and clients.

Nature and scope (level of responsibility)

The Assistant Manager applies sound knowledge of contemporary accounting, auditing, compliance and other financial practices as required, to support the Office in ensuring our work meets client needs and is performed in accordance with all required professional and quality standards.

Key duties

In the context of assigned work (which would generally be of a higher risk and less complex or of a moderate risk nature):

1. Assist in the provision of technical advice on auditing practices and the interpretation of accounting and auditing standards to senior clients and Office staff; correspondence and presentations to financial audit staff and clients, maintenance of audit methodologies and model financial statements, and other guidance or instructions issued to State entities.
2. Provide high level assistance and co-ordination in the monitoring and review of all audit opinions and technical papers arising from audit and accounting related matters, including matters circulated to the technical review committee.
3. Assist in the ongoing monitoring, maintenance, development and implementation of the Office's audit methodology in line with professional standards. Including the analysis of procedures, policies, guidance papers and proforma documents that are all encompassed in our audit methodology.

4. Assist in the preparation of quality reviews and reports on financial audit working papers to ensure compliance with Office methodology, policies and procedures, Australian Accounting Standards and Auditing Standards, in particular ASQC 1.
5. Assist in the delivery of professional development to audit staff including the preparation of technical update seminars and other sessions for staff, clients and contractors.
6. Undertake complex research and analysis into financial and audit related matters, including; reviews, special projects, emerging issues and other assessments in areas of financial and audit interest that contribute to improved public sector reporting and performance.
7. Contribute to the overall efficient functioning of the Office, including provision of support to Office committees and participation in inter-jurisdictional committees as required.
8. Undertake additional allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Performance Indicators that are developed and agreed to for each role in the Office and documented in annual Performance Plans.

Selection criteria (key competencies)

1. Understanding customer needs and drivers

Understanding individual customer needs and their drivers and identifying appropriate responses that look beyond the short term.

2. Negotiates and persuades

Achieving mutually satisfactory outcomes and gaining agreement with customers and others through negotiating and influencing, and through written products (reports, work papers, memorandums and correspondence) that are fluent and make the desired impact.

3. Self-development and responsibility for actions

As a result of seeking out and utilising learning opportunities, taking new and unique concepts, strategies and approaches and applying them for positive results. Accepting responsibility for identifying and addressing personal development needs and ensuring that dealings with other people show courtesy, respect and an awareness of individual differences.

4. Problem solving and analysis

Identifying key issues in a problem, selecting or conducting appropriate research, analysis and evaluation and adapting or developing methodology to achieve this. Knowing when to refer a problem elsewhere.

5. Adapts to change

Demonstrating flexibility by changing plans, approach and focus to effectively respond to changed circumstances in terms of new ideas and ways of working.

6. Organising

Setting short and medium term targets, priorities and schedules to meet business goals and planning, organising and coordinating resources to meet them.

7. Understanding and application of technical knowledge (Professional)

Applying strong technical skills to critically evaluate and comment on relevant information and issues. Identifying key issues, trends and inconsistencies and their implications for the business.

It should be noted that the above key competencies have equal weighting for assessment purposes. The essential qualifications and requirements must be met. You should not be discouraged from applying if you do not meet the desirable requirements, as you would not be precluded from appointment to the position, provided all of the key competencies and essential requirements are met.

Essential qualifications and requirements

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy.
2. Disciplinary action in previous employment check.
3. Identification check.

Desirable qualifications and requirements

A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution.

Audit experience in the use of contemporary audit practices, along with a high level research, analytical and interpretive skills.

Membership, or eligible for membership, with a professional accounting association or equivalent qualifications.

Driver's Licence.

Criteria for advanced assessment point:

Refer to the [Salary Progression, Accelerated Progression and Advanced Assessment Guidelines 2015](#) and relevant Office policies.

On the attainment of the criteria for the advancement assessment point the employee will be assigned duties with greater responsibility that conform with the classification descriptors for the Band.

Special requirements

Some work outside normal hours may be required at times. Staff have access to flexitime through the year and can accrue excess hours during the peak times in accordance with the Tasmanian State Service Award or other applicable agreements.

Generally, periods of leave will not be granted from July to October.

May be required to undertake intrastate/interstate travel.

May be assigned to other locations within the Office to perform work of a similar nature.

Environment and context

Employees should familiarise themselves with the State Service Principles (view at the [Tasmanian Legislation](#) website) and must work to ensure the Principles are embedded into the culture of the Tasmanian Audit Office (TAO) and that the Principles are applied to decision making and activities.

The State Service Code of Conduct (view at the [Tasmanian Legislation](#) website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service. In addition, employees of the TAO are required to act in accordance with the Guide to Conduct and Statement of Values of the TAO, and sign an agreement indicating that they understand this requirement.

TAO promotes equity in employment. It provides workplaces that are free from discrimination and it recognises and utilises the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the job.

TAO is committed to high standards of Work Health and Safety and all employees are expected to maintain safe working conditions and practices in accordance with their responsibilities under the *Work Health and Safety Act 2012*. Smoking is prohibited in State Government workplaces and vehicles.

Employees can expect to work extensively with information management systems and screen based equipment. This is to be done in accordance with the TAO Privacy and Information Management policies. All employees are responsible and accountable to create records according to the business needs and business processes of their business unit that adequately document the business activities in which they take part. They must register documents in an approved Business Information Management System. Information should be accessed for legitimate work purposes only. All employees must not destroy delete or

alter records without proper authority or remove information, documents or records from the Office without permission.

Approval

Prepared by: Jeff Tongs	Classification approved by: Rod Whitehead	Statement of duties approved by: Rod Whitehead
Title: Assistant Auditor-General	Title: Auditor-General	Title: Auditor-General
Date: 7 October 2022	Date: 28 October 2022	Date: 28 October 2022