POSITION DESCRIPTION

Internal Audit Manager

Position Summary

The Internal Audit Manager will provide high level support for the delivery of Internal Audit in line with UNSW’s Strategy 2025 and key risks.

The role is responsible for managing and executing projects included in UNSW’s Strategic Internal Audit Plan as well as providing independent, objective assurance and advisory services designed to support UNSW’s internal control environment and improve the efficiency and effectiveness of operations.

The role of Internal Audit manager reports to Senior Manager, Internal Audit, and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Support the Director, Internal Audit in being a trusted partner and advisor to Management Board, Executive team and the business
- Lead reviews across the business, including ad hoc reviews upon management request and assist with fraud investigations
- Develop and agree the objectives, scope and approach of each engagement, within the scope of the overall internal audit plan, to address the needs of the relevant stakeholders
- Evaluate the efficiency and effectiveness of internal control processes over key business process risks
- Effectively liaise with third party providers
- Maintain collaborative and effective working relationships with executive and operational management including the Risk Management team.
- Provide independent, specialist advice to senior management across the university to support UNSW’s internal control environment.
• Anticipate and meet needs of stakeholders and lead the provision and improvement of services and organisational effectiveness
• Develop and present high-quality deliverables (e.g. reports, dashboards, scope documents), both oral and written to management and the Audit Committee of Council
• Project manage, meet deadlines and effectively work with competing priorities. Manage changing objectives and priorities
• Anticipate, share and stay abreast of business trends and key issues, including regulatory requirements, internal audit standards, audit techniques and business practices
• Collaborate with colleagues on technical and professional areas
• Maintain independence, in both fact and perception of UNSW’s Internal Audit function
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**
• A postgraduate accounting or equivalent qualification with a minimum of 5 years Internal Audit experience preferred.
• A strong background in risk and controls with experience in professional services and/or relevant commercial environment. Big 4 training highly regarded.
• Strong project management experience
• An understanding of the context and culture of the higher education sector
• Business presence, confidence and composure to quickly develop professional rapport and credibility
• Effective leadership, interpersonal and communication skills, excellent ability to communicate complex information – both verbal and written
• Experience in interacting with business stakeholders and working as a key member of a team
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

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**About this document**
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.