

## Statement of Duties

<b>Position Title:</b>	Assistant Auditor
<b>Vacancy Number:</b>	Various
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification Level:</b>	General Stream Band 1
<b>Employment Status:</b>	Fixed-Term – Up to 36.75x hours per week (flexible) - <b>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</b>
<b>Location:</b>	Hobart/Launceston
<b>Business Unit:</b>	Financial Audit Services
<b>Reports To:</b>	Director Financial Audits
<b>Direct Reports:</b>	Nil

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

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### 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 Financial Audit Services business unit (FAS) delivers the Office's statutory financial audit program. This results in the issue of audit opinions, Management Letters and reports to Parliament analysing

financial results and audit findings aimed at providing Parliament with independent advice and recommendations on the performance of State Entities.

This position provides assistance and support to more experienced audit staff as they perform their tasks. This role assists in completion of audits in accordance with prescribed standards, agreed deadlines and consistent with the Office's strategic objective of improving public sector accountability as well as assisting with drafting reports to Parliament.

## **Nature and Scope**

This position works with more experienced audit staff on a range of tasks that will vary in keeping with the developing knowledge and experience of the incumbent. This means that, in the early part, activities will have a support focus while, as experience is gained, the incumbent will be involved in a broader range of tasks with supervision reducing over time. The nature of audits, the audit cycle and the need to gain familiarity with a range of different approaches used by different clients means that the required skills, knowledge and experience will be gained over different time periods.

The incumbent will use their increasing technical knowledge to complete and document work done. Documented work is submitted to a more senior team member for review.

Major demands stem from the wide range of organisations, topics and systems dealt with, competing deadlines, client and unit member requirements and Office needs. The communications focus of the position is on obtaining information from clients and communicating to more senior team members in written and verbal form.

## **Duties**

1. Completes allocated audit tasks in accordance with the audit plan, agreed or set timeframes and Office standards of performance and accountability.
2. Records results of audit work for review by team leader.
3. Advises other members of the audit team of issues in a timely manner and offers solutions.
4. Assists in the preparation of drafts for the Auditor-General's Report to Parliament.

Performance is measured against Key Performance Indicators that are developed and agreed to for each role in the Office.

## **Key Competencies (Selection Criteria)**

Please refer to the document titled "Applicant information kit" for advice on how to address the selection criteria.

### **1. Effective Customer Interaction**

Adapting personal style to suit different customers and promptly and effectively responding to their needs. Where appropriate, initiating and maintaining contact with customers and anticipating issues that may arise.

### **2. Cooperates & Articulates**

Cooperating with people in the workplace and contributing to team activities. Clearly, positively and convincingly conveying information, in written and verbal form.

### **3. Self-Development & 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 & 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. Basic Technical Knowledge (Sub Professional or Para Professional)**

Applying a basic understanding of most aspects of an area of speciality and the general principles, concepts and language that underpin it.

*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; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; 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:**

- 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**

- Significant out of hours work may be required during the peak audit period (i.e. July to October) and some work outside normal hours may be required at other times. Staff have access to flexitime

through the year and can accrue excess hours during the peak audit period in accordance with an Excess Hours Agreement or with the Tasmanian State Service Award.

- 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

Employment in the State Service is governed by the *State Service Act 2000*. 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 screen based equipment 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

<b>Prepared by:</b> Jessica Reardon	<b>Classification Approved by:</b> Ric De Santi	<b>Statement of Duties Approved by:</b> Mike Blake
<b>Title:</b> Human Resources Consultant	<b>Title:</b> Chief Operating Officer	<b>Title:</b> Auditor-General
<b>Date:</b> 3 April 2013	<b>Date:</b> 3 April 2013	<b>Date:</b> 3 April 2013