



## Statement of Duties

<b>Position title:</b>	Auditor
<b>Vacancy number:</b>	Various
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 3
<b>Employment status:</b>	Permanent – 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
<b>Location:</b>	Hobart
<b>Business unit:</b>	Financial Audit Services
<b>Reports to:</b>	Managers
<b>Direct reports:</b>	Staff assigned to audit teams

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. This is done by means of one report to Parliament comprising five volumes published at different times.

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 Unit is responsible for the delivery of the Office's financial audit program, including carrying out audits of the financial statements of the Treasurer and 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; and reporting to Parliament on matters arising from audits, analysis of financial results and other activities in accordance with relevant legislation.

The Auditor is responsible for the delivery of assigned work to ensure it meets agreed requirements and expectations and is delivered within established timeframes and budgets. The incumbent performs the Team Member role in audits. They may coordinate the delivery of projects.

## Nature and scope (level of responsibility)

The Auditor role has a predominantly technical and client relationship focus. The incumbent will utilise their knowledge and experience to ensure the high quality delivery of assigned work. The incumbent is expected to apply their knowledge and expertise, and exercise professional scepticism when undertaking assigned work.

In the context of assigned work the incumbent will, for the majority of assigned audits, perform the Team Member role. The role may supervise other team members where required, contribute to, participate in and conduct a range of specific assignments, and is part of a team that reports to Parliament. This position may undertake the role of Team Leader on low risk and non-complex audits assigned to them, as defined in the Office's audit methodology. All audit work is performed under the supervision of an Engagement Leader.

The incumbent will need to interpret accounting and auditing standards, other pronouncements and legislation providing written reports and opinions based on these interpretations. Documented findings, opinions, reports and recommendations are submitted to the relevant Engagement Leader, Signing Officer, or other senior staff for review. Specific reviews or investigations may also be conducted at the request of the Auditor-General.

Major demands stem from the wide range of organisations, topics, competing deadlines, client requirements and Office needs. The communications focus of the position is on

conveying, explaining and clarifying information, concepts and ideas to clients and achieving negotiated outcomes with them.

## Key duties

In the context of assigned work:

1. Assist with the development of audit plans and execute those plans in accordance with the requirements of the auditing standards and within the framework of the Office's audit methodology and professional standards.
2. Utilise current information technology and computer systems to complete audit work, analyse data and prepare reports.
3. Where required, effectively supervise team members including providing clear instructions, timely review of work completed and provision of constructive feedback.
4. Organise self and team members to deliver work that meets the agreed requirements and expectations including established timeframes and budgets, as well as communicating progress to relevant parties.
5. Liaise with client staff with a focus on developing and maintaining professional working relationships.
6. Effectively resolve technical matters arising during the course of work escalating issues where appropriate.
7. Contribute to the development of reports that include compelling narrative with observations and recommendations that are supported by appropriate evidence and analysis of data
8. Contribute to the overall achievement of Office outcomes
9. Undertake other relevant duties as directed by the direct supervisor and senior management.

Performance is measured against Key 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. 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 and 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 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. Research and analysis**

Identifying key issues in a problem, selecting or conducting appropriate research under close supervision. 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**

Applying skills and knowledge 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; 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

Certificate III or IV up to a tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution or currently undertaking such a degree.

Driver's Licence.

## Criteria for advanced assessment point:

Nil

## 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> Stephen Morrison	<b>Classification approved by:</b> Rod Whitehead	<b>Statement of duties approved by:</b> Rod Whitehead
<b>Title:</b> Assistant Auditor-General – Audit	<b>Title:</b> Auditor-General	<b>Title:</b> Auditor-General
<b>Date:</b> 31 March 2022	<b>Date:</b> 1 May 2022	<b>Date:</b> 1 May 2022