



Tasmanian
Audit Office

Statement of Duties

Position title:	Manager
Vacancy number:	356501
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Employment status:	Permanent, Full Time/Part 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:	Launceston
Business unit:	Financial Audit Services
Reports to:	Assistant Auditor-General - Audit
Direct reports:	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.

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 Manager is responsible for the delivery of the assigned work to ensure it meets the agreed requirements and expectations and is delivered within established timeframes and budgets, while providing technical leadership to other team members. The Manager performs the Engagement Leader and Team Leader roles on assigned audits, and may be responsible for the delivery of other projects.

Nature and scope (level of responsibility)

The Manager is a senior professional with a strong technical, leadership and client relationship focus. The Manager will utilise their knowledge, experience and leadership capability to lead, guide and develop others and ensure the high quality delivery of assigned work. The incumbent is expected to apply to high degree of professional judgment and exercise professional scepticism when undertaking assigned work. This will include planning and prioritising work, ensuring that work is carried out in accordance with required standards and compliance requirements, supervising, instructing and guiding other team members including some staff development plans, performance appraisals, remuneration and progression recommendations, achievement recognition and continuous feedback for junior staff.

The incumbent will use their technical expertise to interpret accounting and auditing standards, other pronouncements and legislation providing written reports and opinions based on these interpretations. The Manager performs Engagement Leader role on small high risk and complex audits and the Team Leader role on larger high risk and complex audits. Documented findings, opinions, reports and recommendations are discussed with relevant stakeholders and submitted to the relevant Signing Officer or Director 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 and accounting standards dealt with, competing deadlines, client and unit member 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.

Responsible for ensuring the efficient and effective management of work health, wellbeing and safety for team members whilst at client premises with the relevant requirements in the *Work Health and Safety Act 2012*. The incumbent periodically reviews work areas at client premises to assess the work health and safety aspects of the work done by audit staff.

Key duties

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

1. Manage the development and execution of audit plans in accordance with the requirements of the auditing standards and within the framework of the Office's audit methodology. Usually execute the audit plan for high risk areas.
2. Utilise information technology and computer systems to complete audit work, analyse data and prepare reports.
3. Be the primary contact for assigned audits and take on responsibility for the overall quality of those audits.
4. Manage the performance of audit staff including timely review of work completed and provision of constructive formal and informal feedback.
5. 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.
6. Liaise with client staff with a focus on developing and maintaining professional working relationships.
7. Effectively resolve technical matters arising during the course of work.
8. Contribute to the development of reports that include compelling narrative with observations and recommendations that are supported by appropriate evidence and analysis of data

Contribute to the enhancement of the practices of the Office to achieve high-quality outcomes and stakeholder satisfaction.

Selection criteria (key competencies)

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

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 objective, firm and tactful verbal persuasion and through written products (reports, work papers, memorandums and correspondence) that are fluent and make the desired impact.

3. Motivates and coaches

Providing the team with clear goals, purpose and direction, standards that are personally modelled and an environment that encourages enthusiasm and high level performance. Effectively delegating work and managing all levels of performance, providing appropriate assistance and resources when required.

4. Judgement & decision making

In new and differing situations and/or under stress, and/or being presented with a large range of information or options, reaching well-reasoned, logical, factually based, conclusions and developing appropriate solutions or responses.

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 well developed 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; 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

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

Completion of a recognised accounting/auditing certificate program, that includes either three years supervised/mentored practical experience or five years unsupervised practical experience in accounting/auditing).

Driver's Licence.

Criteria for advanced assessment point:

Refer to the [Salary Progression Guidelines](#) 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

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