



## Statement of Duties

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| <b>Position title:</b>       | Assistant Manager   |
| <b>Vacancy number:</b>       | Various   |
| <b>Award/Agreement:</b>      | Tasmanian State Service Award   |
| <b>Classification level:</b> | General Stream Band 5   |
| <b>Employment status:</b>    | 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 |
| <b>Location:</b>             | Hobart/Launceston   |
| <b>Business unit:</b>        | Financial Audit Services  |
| <b>Reports to:</b>           | Director/Senior 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.

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 Assistant 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 Assistant Manager undertakes the Engagement Leader role for low risk audits, the Team Leader role on small high risk audits and may coordinate small teams for the delivery of audits and projects.

## Nature and scope (level of responsibility)

The Assistant Manager is a senior practitioner with a strong technical, leadership and client relationship focus. The Assistant Manager will utilise their knowledge, experience and leadership capability to coordinate, guide and develop others and ensure the high quality delivery of the work assigned to the team. The incumbent is expected to apply their technical skills and specialised expertise and exercise professional scepticism and judgement when undertaking assigned work.

The occupant performs the Engagement Leader role for lower risk audits, and the Team Leader role for small high risk audits and is a Team Member for complex and high risk audits. In the context of assigned work, the incumbent supervises other team members or contributes to, participates in and conducts a range of specific assignments including being part of a team that reports to Parliament.

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. Documented findings, opinions, reports and recommendations are discussed with relevant stakeholders and submitted to the relevant 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 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 staff, and achieving negotiated outcomes.

## 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. Coordinate 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 current 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. Effectively supervise team members including providing clear instructions, timely review of work completed and provision of constructive 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 escalating issues where appropriate.
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.
9. Work towards developing the knowledge, skills and experience of other team members and contribute to the overall achievement of Office outcomes.

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. 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. 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.
4. A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

- 1. Medical contraindication**

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) Provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) Have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

- 2. Exceptional circumstances**

Demonstrated to the satisfaction of the Head of Agency.

## 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, 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

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|---|---|---|
| <b>Prepared by:</b><br>Stephen Morrison         | <b>Classification approved by:</b><br>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                               |