

CLARENCE VALLEY COUNCIL

Position Description

Internal Audit Officer

Directorate	Corporate & Governance
Location	Grafton
Classification/Grade/Band	Grade 14
Position Code	
Date position description approved	19 July2021

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

The Internal Audit Officer is responsible for the Internal Audit function, which provides risk based and objective quality assurance assessment of operational systems and procedures to ensure they contribute to the achievement organisational value that is efficient, compliant, consistent and effective.

Key accountabilities

Within the area of responsibility, this role is required to:

- Develop, maintain and review the risk based internal audit program and complete audit responses and obtain updates on audit recommendations and Audit & Risk Improvement Committee (ARIC) decisions.
- Undertake assessments to ensure accuracy and correct use of systems and procedures and recommend changes in systems and controls of Council business units.
- Prepare and implement policies and procedures relating to Internal Audit.
- Identify and recommend opportunities for improvement of the Enterprise Risk Management Framework based on findings of internal audit activities.
- Conduct post implementation reviews of internal audit recommendations to determine adequacy and effectiveness of actions aimed at improving operations and performance.
- Provide administrative support to, and ensure effective operation of the Audit and Risk Improvement Committee.
- Identify training needs and inform development programs to enhance staff knowledge of and compliance with internal controls.
- Collate and maintain statistical information and prepare analysis trends reporting relating to findings of the Internal Audit function.

Key challenges

- Providing accurate and effective quality assurance over the various functions of the organisation will require an officer who exercises sound judgement and is able to work autonomously.
- Maintaining an objective view while engaging staff in the internal audit function requires an officer who demonstrates consistency and an uncompromising adherence to professional ethics.
- Becoming familiar with the impact of regulatory compliance on local government requires an officer with capacity to review and comprehend legislation.

Key internal relationships

Who	Why
General Manager & Directors	Deliver frank and fearless advice to mitigate risk.
Managers	Advise and assist in the development and implementation of effective strategies and control measures to manage risks.
Staff	Engage in assessment and analysis of operational functions. Deliver training and development programs that increase knowledge of the role of controls.

Key external relationships

Who	Why
Audit & Risk Improvement Committee	Provides internal audit function reports to, and implement decision of, the Committee.

Key dimensions

Decision making

The role has authority to request information and reports that support the Internal Audit function and is responsible for decisions that support the day to day operations relating to the Internal Audit function.

Reports to	Director Corporate & Governance
Direct reports	
Indirect reports	





Essential requirements

Tertiary qualifications in accounting, finance or business management related fields and experience in delivering internal audit function or applying standards, procures and techniques associated with internal audit activities. Drivers licence.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Is prepared to make decisions within own level of authority Takes an active role in managing issues in the team Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks Identifies and manages other risks in the workplace
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Consults on and delivers team/unit goals and plans, with clear performance measures Takes into account organisational objectives when setting and reviewing team priorities and projects Scopes and manages projects effectively, including budgets, resources and timelines Manages risks effectively, minimising the impacts of variances from project plans Monitors progress, makes adjustments, and evaluates outcomes to inform future planning

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks