

ROLE DESCRIPTION



Government of South Australia

Auditor-General's Department

Title of Position: Deputy Audit Manager (Local Government Reviews)

Classification Code: ASO6

Type of engagement:

☐

Ongoing

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Term:

Directorate: Specialist Reviews and Analytics

Section: Local Government

Role Created:

Occupant:

File Reference:

Role Description Approval

All (excluding Senior Roles)

Signed:

Andrew Corrigan
Assistant Auditor-General

Date: 4/07/2017

SECTION A: GENERAL INFORMATION

ESSENTIAL QUALIFICATIONS

To be considered for this role it is essential that you have an appropriate degree and membership of a professional accounting body recognised by the Auditor-General.

An appropriate degree is one which meets eligibility criteria for entry to the professional study program of either CPA Australia or Institute of Chartered Accountants (ICAA).

CONTEXT OF THE ROLE

As part of the public sector accountability process, the function of the Auditor-General's Department is to assist the Auditor-General to carry out the duties prescribed in the *Public Finance and Audit Act 1987* (PFAA).

In essence the Department provides Parliament (and consequently the people of South Australia) and public sector agencies with independent professional opinions on matters related to financial management, compliance with legislative requirements and, where appropriate, comments on the efficiency and economy with which public sector resources are used.

The Deputy Audit Manager (Local Government Reviews) is a member of the local government team and reports to a Principal Audit Manager (Local Government Reviews) and, when required, is responsible for the day to day coordination and professional supervision of a team of allocated audit personnel.

The Deputy Audit Manager (Local Government Reviews) assists the Principal Audit Manager (Local Government Reviews) to plan, conduct and report on examinations under section 32 of the PFAA (relevant to publicly funded bodies constituted under the *Local Government Act 1999*).

In accordance with professional quality assurance procedure, the Deputy Audit Manager's (Local Government Reviews) work may be subject to review by the Principal Audit Manager (Local Government Reviews).

In addition, for specific allocated examinations, the Deputy Audit Manager (Local Government Reviews) is accountable to the Assistant Auditor-General (Specialist Reviews and Analytics) for the planning, conducting and reporting on the outcomes of these examinations.

SECTION A: GENERAL INFORMATION (contd)

REPORTING/WORKING RELATIONSHIPS

- Reports to the Principal Audit Manager (Local Government Reviews).
 - Reports to the Assistant Auditor-General (Specialist Reviews and Analytics) on specific allocated examinations.
 - When required, supervises and works closely with a team of staff.
 - Regular liaison with Senior Managers in the Local Government sector is a feature of this role.
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SPECIFIC REQUIREMENTS (eg non-metropolitan location, travel requirements, frequent overtime etc)

- This role is located within the Adelaide Metropolitan area.
 - Significant out of hours work will be required during the Audit Report period (ie July to September) and some work outside normal hours may be required at other times.
 - Generally periods of leave will not be granted between July and September.
 - Undertake intrastate/interstate travel where appropriate.
 - The incumbent may be assigned to other divisions/locations within the Department to perform work of a similar nature.
 - The successful applicant will be required to undergo a criminal records check.
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SECTION B: KEY RESPONSIBILITIES

Conduct of the Examination

- Understand the nature of the client's business and the environment in which it operates and implications for the examination, including key risks.
- Understand and apply current and emerging legal, regulatory, auditing, accounting and financial reporting standards affecting clients.
- Develop and review audit strategies for presentation to the Principal Audit Manager (Local Government Reviews) and where applicable, to the Assistant Auditor-General (Specialist Reviews and Analytics). In doing this ensure that the strategy:
 - addresses all key risks,
 - is reflected in the audit programs and planning documents,
 - considers the evaluation of internal controls.
- Assist in the identification of issues and matters of significance relating to local government sector wide operations and client specific operations.
- In conjunction with the Principal Audit Manager (Local Government Reviews), initiate, plan and conduct examinations of publicly funded bodies, publicly funded projects and local government indemnity schemes under section 32 of the PFAA.
- Formulate opinions on issues and identify recommendations for improvement. To include:
 - preparation of management letters for review by the Principal Audit Manager (Local Government Reviews) or Assistant Auditor-General (Specialist Reviews and Analytics) as applicable,
 - take a lead role in the communications of examination findings in exit interviews with client management.
- Identify issues/problems and research/help resolve complex audit and accounting issues.
- Where applicable, advise the Assistant Auditor-General (Specialist Reviews and Analytics) in reaching the appropriate audit opinion.
- Where applicable, in conjunction with the Assistant Auditor-General (Specialist Reviews and Analytics) report the outcomes of examinations to the appropriate level of client management and for inclusion in the Auditor-General's Reports to Parliament.
- Monitor and evaluate examination progress in meeting objectives.
- Where applicable, supervise and review the work of subordinate staff.

Client/Stakeholder Focus

- Develop and maintain effective working relationships with clients, including senior management.
- Maintain audit independence in all dealings with clients.
- Provide advice and guidance to clients on sound financial management and local government-wide issues.
- Deal with clients professionally.

Resource Management

- Assist in the preparation and management of budgets for all examinations.
- Efficiently manage allocated resources, which includes planning, delegating and prioritising.
- Effectively manage the application of technology in the conduct of audits.
- Regularly relate to the Principal Audit Manager (Local Government Reviews) and where applicable the Assistant Auditor-General (Specialist Reviews and Analytics) on resource issues.
- When required, assist with the management of the training and development of staff and appraisal of performance.

SECTION B: KEY RESPONSIBILITIES (contd)

Contribute to Team Objectives

- Identify and relate Departmental strategic and operational plans to team plans and priorities and contribute to the ongoing development of the team plan.
- Take an active role in fostering the maintenance of a harmonious team work environment which maximises team effectiveness.
- Take an active role in the building of a positive team environment by focussing on team based goals, co-operation and team achievement.
- Provide coaching and mentoring role to other team members.
- Induct staff assigned to the section into the local work environment.
- Foster conditions that motivate individuals to perform at peak levels of achievement.
- Raise performance issues with the Principal Audit Manager (Local Government Reviews) in a timely and appropriate manner.

Contribute to Departmental Objectives

- Be aware, understand and support the statutory responsibilities of the Auditor-General and the corporate objectives and values of the Department.
- Understand the context of the South Australian Government and local government sectors and the Department's operating environment.
- Support and promote strategies designed to improve Departmental operations.
- Participate on consultative committees, working parties and in workshops or forums convened to address corporate wide issues.
- Contribute to the development and maintenance of a professional image for the Department.
- Comply with Department policies and procedures.
- Contribute to a safe and healthy work environment, free from discrimination by adhering to ethical behaviour and professional integrity expectations outlined in clause 5(6) of the *Public Sector Act 2009* and the *Code of Ethics for the South Australian Public Sector*.

Professional and Technical Expertise

- Understand and apply accounting and auditing standards and practices.
- Ability to interpret legislation.
- Understand and apply government accountability frameworks.

SECTION C: COMPETENCY PROFILE

This position requires a person with the following competencies:

Achieves Results	Key Behaviours:
<p>Self motivated in achieving goals or results with enthusiasm and determination by managing resources effectively and efficiently and handling competing priorities.</p>	<ul style="list-style-type: none"> • Works effectively and maintains a positive outlook under significant pressure or setbacks, recognising own impact on team • Displays persistence with ambiguous and ill-defined situations or projects • Sets clear goals for self and others to provide a significant stretch for performance • Aligns own and team performance with Department's goals • Monitors the achievement of section objectives and milestones and is keen to be measured by results of the team • Plans ahead in the medium term identifying and addressing potential obstacles • Identify ways to improve efficiency
Communicates Effectively	Key Behaviours:
<p>Conveying with confidence and credibility, information and ideas clearly, concisely and accurately to individuals or groups having the desired impact that helps them understand and retain the message.</p>	<ul style="list-style-type: none"> • Represents the organisation well in complex interactions influencing people towards own and organisation's viewpoints in a way that results in agreement or acceptance • Commands interest from others when addressing individuals or groups • Addresses objections from others reliably and competently • Uses active listening skills • Keeps relevant stakeholders informed • Understands the impact they are having and adjusts behaviour accordingly • Effectively communicates both verbally and in writing complex issues in a clear and succinct manner
Continuous Learning and Applying Specialist Expertise	Key Behaviours:
<p>Taking responsibility for demonstrating and maintaining a sound level of technical, professional and specialist expertise.</p>	<ul style="list-style-type: none"> • Ensures own knowledge of best practices, latest developments and industry trends, including public sector, is of a sound level • Welcomes learning and growth experiences and takes advantage of own strengths and weaknesses • Supports and encourages others to learn and build on knowledge and skills • Reacts positively to change and encourages and leads others to do so

SECTION C: COMPETENCY PROFILE (contd)

Leading and Relating to People	Key Behaviours:
<p>Building relationships, and understanding of other's needs and motivations. Uses a range of strategies to enhance team and individual performance and to promote individual development while promoting consensus and team spirit.</p>	<ul style="list-style-type: none"> • Provides leadership, guidance and expertise to team and a coaching and mentoring role to team members • Motivates individuals to perform at peak levels of achievement and commitment, recognising achievements of team members • Manage the training and development of staff and assist in the appraisal of performance • Identifies performance issues in a timely manner and where appropriate be sensitive and diplomatic in providing feedback • Encourages a diversity of ideas and opinions • Actively networks, building and maintaining strong relationships • Actively attempts to identify others' needs and wants • Fosters a cooperative spirit by actively involving others and seeking consensus and harmony, emphasising areas of agreement • Identifies ways to reduce others' work stress and maintain resilience
Problem Solving	Key Behaviours:
<p>Using innovation and conceptual thinking skills to explore all aspects of a problem and generate appropriate options and commit to a definite course of action</p>	<ul style="list-style-type: none"> • Adjusts approach and thinking within a variety of situations • Is able to define and solve complex and ambiguous problems • Uses innovation and creativity to generate optimum and workable solutions and courses of action for self and others • Takes insightful, timely decisions in situations that are difficult or complex • Involves others affected by a decision and gains their commitment
Quality Orientation	Key Behaviours:
<p>Setting high standards of performance for self and others, taking responsibility for success of tasks or assignments. Ensuring quality of work and compliance with Departmental core values, standards and procedures.</p>	<ul style="list-style-type: none"> • Strives for quality team performance • Pays very close attention to team quality control issues, providing feedback to others • Continuously reviews systems and work practices to achieve very high level of quality • Learns from past experiences and modifies approach accordingly • Ensures that others' work is monitored and thoroughly reviewed