



Title of role:           Audit Analyst Classification code: ASO2	Directorate:       Field Audit Section: Role created: Occupant: File reference:
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**Role description approval**

Signed:

Ian McGlen  
**Deputy Auditor-General**

Date: 6/10/2017

**Section A: General information**

**About the department**

The Auditor-General’s Department strives to assist the South Australian public sector to operate to the highest levels of accountability and integrity. We provide timely, relevant information to Parliament on the performance and accountability of government agencies and local government from our audits, reviews and examinations.

The values we expect our people to demonstrate are:

- integrity – we act fairly, honestly, impartially and independently.
- accountability – we value and take responsibility for the trust and resources invested in our function. We hold ourselves and others accountable for achieving results.
- responsiveness – we listen and respond to our clients and stakeholders within the constraints of our independence.
- collaboration – we value and support teamwork that builds relationships and cooperation across the Department. We value our working relationships with our clients.
- courage and tenacity – we persevere, listen attentively, question thoughtfully and challenge openly, and encourage others to do the same.
- respect – we value and strive for respectful relationships between our staff and with our clients and external stakeholders.
- innovation – we encourage and value ideas for improvement.

We promote professional development and have a close relationship with two professional accounting associations: CPA Australia and Chartered Accountants Australia and New Zealand. We were the first organisation in Australia to be awarded with Recognised Employer Partnership status by CPA Australia.

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**Section A: General information** – *continued*

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**About our team**

The Audit Analyst will work as a member of a field audit team – usually a five or six member team working with a number of public sector agency clients.

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**About the role**

The Audit Analyst works under direct supervision. The Audit Analyst provides assistance with the conduct of financial compliance and internal controls audits which contributes to the development of public sector financial statements that comply with regulatory and professional standards. The Audit Analyst may also assist in the conduct of extended reviews of issues of importance and interest in the public sector to promote the efficiency and economy of the use of public sector resources.

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**Reporting/Working relationships**

- Reports to a Principal Audit Manager.
  - Works closely with other members of a field audit team.
  - Liaises with staff in client agencies.
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**Specific requirements**

- Located in the Adelaide metropolitan area.
  - Significant out of hours work will be required between July and September each year. Out of hours work may be required at other times of the year.
  - Generally, periods of leave will not be granted during audit report period (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.
  - Employment is subject to national criminal history record check
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## **Section B: Key responsibilities**

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### **Conduct of the audit**

- Undertake or assist in undertaking core audit work such as:
  - documenting business cycles and internal controls
  - analytical review
  - controls and substantive testing
  - financial statement verification.
- Finalise audit tasks including completion of relevant working papers for review by the supervising officer.
- Participate in formulating opinions on issues identified and development of recommendations for improvement. To include:
  - drafting of audit findings for inclusion in management letters for review by supervising officer
  - communication of audit findings in exit interviews with client management.

### **Client/Stakeholder focus**

- Develop and maintain effective working relationships with clients.
- Maintain audit independence in all dealings with clients.

### **Resource management**

- Effectively utilise application of technology in the conduct of audits, including specialised audit software and Microsoft Office suite of products.

### **Contribute to team objectives**

- Show awareness of team objectives and contribute to the ongoing achievement of the team plan.
- Support the maintenance of a harmonious work environment which maximises team effectiveness.

### **Contribute to departmental objectives**

- Understand and support corporate objectives and values.
- Understand the context of the South Australian public sector and the Department's operating environment.
- Participate in consultative processes and forums.
- Contribute to the development and maintenance of a positive corporate image for the Department.
- Maintain the ethical standards outlined in the Code of Ethics for the South Australian Public Sector.
- Work safely and comply with *Work Health and Safety Act 2012*.

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## **Section C: Knowledge, skills and competency profile**

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### **Knowledge and skills**

#### **Essential qualifications**

To be considered for this role it is essential that you have the following:

- Completion of, or studying towards, an appropriate degree 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 Chartered Accountants Australia and New Zealand.

Consideration will be given if there is a small study gap to meet these requirements.

#### **Professional and technical expertise**

- Knowledge of accounting methods and procedures.
- Awareness of the social and economic environment and the resultant responsibility placed on the department for public accountability.
- Awareness of accounting and auditing standards and practices.
- Awareness of the existence of government accountability frameworks.

#### **Key skills (refer to competency profile for more detail)**

- Clear and concise written and oral communication, that allows effective communication of technical concepts and issues to a wide range of audiences and readers.
- Excellent time management skills with ability to effectively prioritise tasks and meet set and ad-hoc deadlines.
- Sound interpersonal skills that enable establishment of rapport and cooperative working relationships with clients and team members.
- Ability to identify issues and problems and progress towards resolution.
- Sound analytical skills.
- Ability to learn new technologies, methodologies and concepts quickly.
- Accuracy and attention to detail.

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**Section C: Knowledge, skills and competency profile – continued**


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**Competency profile**

<b>Achieves results</b>	<b>Key behaviours:</b>
<p><b>Self-motivated in achieving goals or results with enthusiasm and determination by managing resources effectively and efficiently and handling competing priorities.</b></p>	<ul style="list-style-type: none"> <li>• Shows persistence by not giving up, sticking at a goal for as long as it is attainable</li> <li>• Enthusiastically sustains effort and hard work over long periods of time</li> <li>• Enjoys personal achievements and successes and accepts criticism in a positive manner</li> <li>• Delivers results on time, meeting deadlines to secure recognition, and wants to be measured by results</li> <li>• Recognises how own performance contributes to the success of the section and the Department</li> <li>• Uses daily planning strategies and checks progress at regular intervals</li> </ul>
<b>Communicates effectively</b>	<b>Key behaviours:</b>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• Presents as confident and professional creating a positive impression of the organisation</li> <li>• Asks questions to solicit information and to clarify own and others' understanding</li> <li>• Listens carefully to others without interrupting or speaking over the top of others</li> <li>• Uses body language which is consistent with verbal communication</li> <li>• Aware of the importance of earning the respect of others and seeks to understand how others perceive them</li> <li>• Maintains independence whilst communicating</li> <li>• Conveys accurate information</li> <li>• Clearly communicates work performed in written form</li> </ul>
<b>Continuous learning and applying specialist expertise</b>	<b>Key behaviours:</b>
<p><b>Taking responsibility for demonstrating and maintaining a sound level of technical, professional and specialist expertise.</b></p>	<ul style="list-style-type: none"> <li>• Keeps up to date and learns about the latest developments, current tools and standards</li> <li>• Actively pursues learning opportunities and relevant professional qualifications</li> <li>• Seeks out and acts upon feedback positively</li> <li>• Actively participates in meetings and training courses and associated training modules</li> <li>• Accepts changing or new circumstances in a positive manner</li> </ul>

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**Section C: Knowledge, skills and competency profile – continued**


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**Competency profile – continued**

<b>Leading and relating to people</b>	<i>Key behaviours:</i>
<b>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.</b>	<ul style="list-style-type: none"> <li>• Treats all staff fairly and equitably</li> <li>• Keeps control over own emotions and avoids public outbursts</li> <li>• Participates in team discussions</li> <li>• Builds relationships with team members</li> </ul>
<b>Problem solving</b>	<i>Key behaviours:</i>
<b>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</b>	<ul style="list-style-type: none"> <li>• Adapts own work methods to match varied task requirements</li> <li>• Seeks information/data from a variety of sources, identifying information ‘gaps’</li> <li>• Sifts through and uses information selectively and maintains objectivity in analysis</li> <li>• Is able to define and solve problems relating to work role</li> <li>• Thinks about whose responsibility it is to take the decision and acts accordingly</li> <li>• Holds self-accountable for decisions</li> </ul>
<b>Quality orientation</b>	<i>Key behaviours:</i>
<b>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.</b>	<ul style="list-style-type: none"> <li>• Does not take short cuts or compromise standards</li> <li>• Always complies with laid down procedures and standards</li> <li>• Complies with the public sector code of conduct and employee standards</li> <li>• Maintains audit independence in the conduct of the role</li> <li>• Shows pride in working for Auditor-General’s Department</li> <li>• Understands tasks at hand prior to execution of the work</li> </ul>