ROLE DESCRIPTION

Government of South Australia

Auditor-General's Department

Title of role:	Deputy Audit Manager	Directorate:	Field Audit
Classification code:	ASO5	Section:	
		Role created:	
Type of engagement:		Occupant:	
☒ Ongoing		File reference:	
☐ Term:			

Role description approval

All (excluding senior roles)

Signed by Director of Audits (Policy, Planning and Research) 7/3/2007

SECTION A: GENERAL INFORMATION

ESSENTIAL QUALIFICATIONS

To be considered for this role it is essential that you have 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 Institute of Chartered Accountants (ICAA).

Working towards membership of a professional accounting body as recognised by the Auditor-General

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*.

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 is a member of a field audit team and reports to a Principal Audit Manager and is responsible for the day to day coordination and professional supervision of a team of allocated audit personnel.

The Deputy Audit Manager assists a Principal Audit Manager to plan, conduct and report on a portfolio of financial compliance audits and reviews of internal controls in the public sector.

The Deputy Audit Manager has direct responsibility for the conduct of certain agency audits consistent with agency audit plans and the reporting on audits and regular liaison with Senior Managers in Public Sector agencies is a feature of the role. The Deputy Audit Manager contributes to quality assurance of audit work by reviewing working papers submitted by less experienced staff however a professional quality assurance procedure provides for the audit to be reviewed by the Principal Audit Manager.

In addition the Deputy Audit Manager assists in the planning, conduct and reporting of extended reviews of issues in the public sector to promote the efficiency and economy of the use of public sector resources

REPORTING/WORKING RELATIONSHIPS
- Reports to a Principal Audit Manager.
- Responsible for supervising other team members.
- Works closely with other members of a field audit team.

SECTION A: GENERAL INFORMATION (contd)

SPECIFIC REQUIREMENTS (eg non-metropolitan location, travel requirements, frequent overtime etc)

- This role is located in 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.

SPECIFIC REQUIREMENTS (eg non-metropolitan location, travel requirements, frequent overtime etc)

SECTION B: KEY RESPONSIBILITIES

Conduct of the Audit

- Awareness of the nature of the client's business and the environment in which it operates and implications for the audit, including key risks.

- Understands current and emerging legal, regulatory, auditing, accounting and financial reporting standards affecting clients.

- Assists the Audit Manager in the development and preparation of audit strategies.

- Develop and prepare planning documents and audit programs which reflect the audit strategy for approval by the Audit Manager.

- Undertakes and reviews core audit work such as:

  — documents business cycles and internal controls,
  — analytical review,
  — controls and substantive testing,
  — financial statement verification, and

- Identifies, researches and helps to resolve audit and accounting issues.

- Monitors audit progress in meeting objectives.

- Supervise and review the work of subordinate staff.

- Formulate opinions on issues and identify recommendations for improvement. To include:

  — preparation of management letters for review by Audit Manager,
  — take a lead role in the communications of audit findings in exit interviews with client management.

- Assists in the conduct of extended audit reviews.

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 deals with clients professionally.

Resource Management

- Assist in the preparation and management of budgets for audits within the Portfolio.

- Effectively manage the application of technology in the conduct of audits.

- Efficiently manages allocated resources, which includes planning, delegating and prioritising.

- Assist with the management of the training and development of staff and appraisal of performance.

Contribute to Team Objectives

- Assist in the development of team objectives and priorities and contribute to the ongoing development of the team plan.

- Actively foster the maintenance of a harmonious team work environment which maximises team effectiveness.

- Assists in the building of a positive team environment by focussing on team based goals, co-operation and team achievement.

- Provides a coaching and mentoring role to other team members.

SECTION B: KEY RESPONSIBILITIES (contd)

Contribute to Team Objectives (contd)

- Induct staff assigned to the section into the local work environment.

- Fosters conditions that motivate individuals to perform at peak levels of achievement and commitment.

- Raises performance issues with Audit Manager in a timely and appropriate manner.

Contribute to Departmental Objectives

- Awareness, understanding and support the statutory responsibilities of the Auditor-General and the corporate objectives and values of the department.

- Understands the context of the South Australian public sector 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.

- Complies with department policies and procedures.

- Contribute to a publicly, safe and healthy work environment, free from discrimination by implementing the General Public Sector Aims and Standards described in Part 2 of the *Public Sector Management Act 1995* and as issued as Code of Conduct for Public Sector Employees.

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 role requires a person with the following competencies:

Achieves Results	Key Behaviours:
Self motivated in achieving goals or results with enthusiasm and determination by managing resources effectively and efficiently and handling competing priorities.	• 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:
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.	• 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:
Taking responsibility for demonstrating and maintaining a sound level of technical, professional and specialist expertise.	• 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:
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.	• 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 • Identified 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:
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	• Adjusts approach and thinking within a variety of situations • Is able to define and solve complex and ambiguous problems • Uses innovation and creativity to generates 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:
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.	• 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