



ROLE DESCRIPTION

GRADUATE AUDIT ANALYST (ASO2)

Auditor-General's Department

Organisational overview

The Auditor-General's Department audits South Australian public entities and reports to parliament with independent professional opinions on the standard of financial management, legislative compliance and the efficiency and economy of public sector resource use.

Role context

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*.

The audit analyst is a member of a field audit team, working under direct supervision to a Principal Audit Manager. The role assists with financial compliance and internal controls audits that contribute to complying public sector financial statements. The audit analyst also assists with reviewing important public sector issues that promote efficient and economical use of public sector resources.

Essential qualifications

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

- completed or are studying towards an accounting, commerce or economics degree that meets the eligibility criteria for the professional study program offered by CPA Australia or Chartered Accountants Australia and New Zealand at:
 - professional level for CPA
 - accredited tertiary course entry pathway for Chartered Accountants.

Specific requirements

- This role is 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 between July and September.
- May need to travel within the state where required.
- May be assigned to other divisions/locations within the department to perform similar work.



Key responsibilities

Conduct of the Audit

- Undertake or assist with core audit work such as:
 - business cycles and internal controls documentation
 - analytical review
 - controls and substantive testing
 - financial statement verification.
- Finalise audit task including completing relevant working papers for review by the supervising officer.
- Participate in formulating opinions on issues identified and development of recommendations for improvement that include:
 - drafting audit findings for management letters for review by supervising officer,
 - presenting 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 apply technology in the audits.

Contribute to Team Objectives

- Be aware of team objectives and contribute to achieving the team plan.
- Support a harmonious work environment and team effectiveness.

Contribute to Departmental Objectives

- 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 public sector and the department's operating environment.
- Support and promote strategies designed to improve departmental operations.
- Participate on working parties and in workshops or forums convened to address departmental issues.
- Contribute to the development and maintenance of a professional image for the Department.
- Comply with departmental policies and procedures.
- Contribute to a safe and healthy work environment free from discrimination by adhering to ethical behaviour and professional integrity expectations outlined at clause 5(6) of the *Public Sector Act 2009* and the Code of Ethics for the South Australian Public Sector.



- Knowledge of accounting methods and procedures.
- Awareness of the social and economic environment and the impacts for public accountability and the Department's responsibilities.
- Awareness of accounting and auditing standards and practices.
- Awareness of government accountability frameworks.

Competencies

This role requires a person with the following competencies:

1. Achieves Results

Self- motivated in achieving goals or results with enthusiasm and determination by managing resources effectively and efficiently and handling competing priorities.

Examples of behaviour

- *Shows persistence by not giving up, sticking at a goal for as long as it is attainable*
- *Enthusiastically sustains effort and hard work over long periods of time*
- *Enjoys personal achievements and successes and accepts criticism in a positive manner*
- *Delivers results on time, meeting deadlines to secure recognition, and wants to be measured by results*
- *Recognises how own performance contributes to the success of the section and the Department*
- *Uses daily planning strategies and checks progress at regular intervals.*

2. Communicates Effectively

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.

Examples of behaviour

- *Presents as confident and professional creating a positive impression of the organisation*
- *Asks questions to solicit information and to clarify own and others' understanding*
- *Listens carefully to others without interrupting or speaking over the top of others*
- *Uses body language which is consistent with verbal communication*
- *Aware of the importance of earning the respect of others and seeks to understand how others perceive them*
- *Maintains independence whilst communicating*
- *Conveys accurate information*
- *Clearly communicates work performed in written form.*



3. Continuous Learning and Applying Specialist Expertise

Taking responsibility for demonstrating and maintaining a sound level of technical, professional and specialist expertise.

Examples of behaviour

- *Keeps up to date and learns about the latest developments, current tools and standards*
- *Actively pursues learning opportunities and relevant professional qualifications*
- *Seeks out and acts upon feedback positively*
- *Actively participates in meetings and training courses and associated training positively*
- *Actively participates in meetings and training courses and associated training modules*
- *Accepts changing or new circumstances in a positive manner.*

4. Leading and Relating to People

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.

Examples of behaviour

- *Treats all staff fairly and equitably*
- *Keeps control over own emotions and avoids public outbursts*
- *Participates in team discussions*
- *Builds relationships with team members.*

5. Problem Solving

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

Examples of behaviour

- *Adapts own work methods to match varied task requirements*
- *Seeks information/data from a variety of sources, identifying information 'gaps'*
- *Sifts through and uses information selectively and maintains objectivity in analysis*
- *Is able to define and solve problems relating to work role*
- *Thinks about whose responsibility it is to take the decision and acts accordingly*
- *Holds self accountable for decisions.*

6. Quality Orientation

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.

Examples of behaviour

- *Does not take short cuts or compromise standards*
- *Always complies with laid down procedures and standards*
- *Complies with the public sector code of conduct and employee standards*
- *Maintains audit independence in the conduct of the role*
- *Shows pride in working for Auditor-General's Department*
- *Understands tasks at hand prior to execution of the work.*

