

Position Description: Internal Audit Liaison Officer

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, The Internal Audit Assistant provides assistance to achieve the objectives of Council's Internal Audit program and implementation of a general range of internal controls to ensure legislative and regulatory compliance as well as prevent fraud and corruption.

The role will support the Audit Risk and Improvement Committee (ARIC) and provide a range of reports to the ARIC to facilitate their ability to oversight the implementation of internal and external audit recommendations.

The role will assist check the accuracy and correct use of systems and procedures. Review, assess and recommend changes in systems and controls of Council business units. Ensure compliance of all Council Business Units with relevant legislation and regulatory guidelines and generally accepted auditing standards.

The role will need to be aware of Council's risk exposures and develop control strategies in collaboration with business departments to assist them manage their risks.

Key Relationships

Support and promote teamwork through cooperation, communication, sharing of relevant information and provision of responsive and accurate advice.

Internal Relationships

Direct and regular contact with Council's Leadership team, Managers and Council staff.

External Relationships

Regular interaction, communication and negotiation with Council's Internal and External Auditors and the Audit Risk and Improvement Committee.

KEY DUTIES AND RESPONSIBILITIES

Audit and Policy

- Accountable for the accuracy, quality and effectiveness of advice and information provided.
- Assist in drafting policies and procedures and carry out the implementation of internal audit initiatives and programs.
- Assist with audit responses and obtain status updates on audit recommendations and Audit Committee decisions.
- Undertake internal assessment to ensure accuracy and correct use of systems and procedures.
- Review, assess and recommend changes in systems and controls of Council business units
- Undertake toolkit and desktop assessment of various Council internal control programs and recommend areas for improvement arising from such reviews.

- Support production of regular and ad-hoc Internal Control reports to Management and the Executive Team.
- Assist with developing and maintain Council's legislative compliance framework

Building and Maintaining Partnerships

- Demonstrate a strong understanding of each business department and proactively partner with stakeholders to identify and resolve issues.
- Develop quality relationships with stakeholders and embed the value of effective internal controls of high risk business practices.
- Collaborate across business departments to influence and encourage best practice for desired outcome.
- Ensure that internal communication platforms are fully utilised to enable staff to easily and rapidly find process and procedural guidance as needed.
- Accountable for ensuring the Risk Management Coordinator is informed of any key situations, significant incidents and potential liabilities that may be discovered during internal audit activities.

Administration

- Collate and maintain accurate statistical information for analysis and trends reporting.
- Ensure the effective operation of the Audit Risk and Improvement Committee meetings. This may include taking minutes and providing statistical data at committee meetings.
- Document internal procedures to effectively undertake the position.
- Provide administrative support to Manager Governance and Risk as required.
- Support production of regular and ad-hoc internal audit activity reports to Management, the Executive Team and Audit Risk and Improvement Committee.
- Other duties as directed within the skills and capabilities of a position held at this level.

Training and Education

- Play a key role in educating staff across Council on internal control procedures and fraud and corruption prevention practices.
- Assist the Manager Governance and Risk identify training needs and co-ordinate suitable training programs to enhance internal controls knowledge across Council.
- Undertaken professional development training as required acquiring and enhancing skills appropriate for the position.

Enterprise Risk Management

- Ensure that all current and future internal controls are integrated and consistent with Council's Enterprise Risk Management Framework.
- Identify and recommend opportunities for improvement of the Risk Management Framework based on issues that may arise from internal audit activities.
- Assist in the development of internal control strategies in collaboration with business departments to assist them manage their risks.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook

supporting Council environment, which endeavours to promote child safe, child friendly practices.

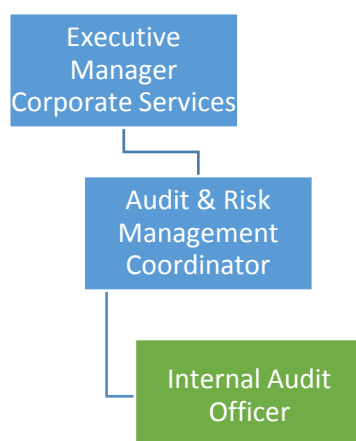
Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council's Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud Control Plan.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Work Health & Safety

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

ORGANISATION STRUCTURE



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook

ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- A relevant degree, or progressing towards, in Internal Audit, Risk Management/Business or related disciplines along with experience in assisting with the delivery of an internal audit program within a multi-disciplined environment.
- Knowledge of and ability to interpret current legislation and relevant Standards applicable to Councils in the area of internal audit.
- Ability to prepare reports and recommendations on internal control / internal audit activities.
- Demonstrated experience in developing / implementing a range of internal controls.
- Demonstrated excellent written and verbal communication skills.
- Ability to prioritise, plan and organise work to meet requirements and objectives of the position.
- Proficiency with MS Office suite of applications.

Desirable

- Previous experience in supporting internal audit functions in a local government context.

Employment Screening Required

☐ Nil

Classification	Grade 9
Job Function Group:	Professional
Reports to:	Audit and Risk Management Coordinaotor
Staff Reporting Responsibilities:	Nil
Budget Responsibility:	Nil

Date:

Agreed:

[Insert Employee Name]

Employee signature



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook