

### Position Description

<b>Title:</b> Internal Auditor (Position 176)	<b>Award Classification:</b> Band 3, Level 4
<b>Department:</b> Organisation Development and Performance	<b>Salary Classification:</b> Grade 7
<b>Tenure:</b> Permanent Full Time	<b>FTE:</b> 1

#### **Context:**

The Corporate and Commercial Division provides a range of services and advice to Kempsey Shire Council to support the organisation achieve its strategic goals. The Internal Audit function is an essential activity that enables Council to continually improve the effectiveness and efficiency of systems, and processes; and the ethical standards and ethos within Council.

#### **Role Purpose:**

To assist Council in accomplishing organisational objectives by providing a systematic and disciplined approach in evaluating and improving the effectiveness of internal controls, risk management and governance processes; provide professional advice to Council on audit and risk management process improvement; and provide specialist input and guidance on risk management and control and probity issues for projects.

#### **Key Accountabilities:**

- Develop and implement a three-year internal audit program aligned with Council's corporate plan covering key business areas and operations supported by an annual work plan;
- Use various internal audit tools to investigate and analyse techniques to ensure Council's financial, administrative, procurement, and operational systems are administered, and actions are performed in accordance with adopted standards, statutory requirements and Council policies, procedures and requirements;
- Evaluate the adequacy and appropriateness of the financial, procurement, operational and management controls and systems within Council;
- Identify the causes of unsustainable work practices and systems;
- Assess the extent Council's practices are carried out in a manner which conforms to statutory requirements and reflects current accounting, risk and management practices;
- Develop and implement an Internal Audit Plan and associated Internal Audit Programs;

- Prepare internal audit reports;
- Conduct risk assessments to identify or assess risks and appropriate internal controls, in the conduct of internal audits; and
- Where appropriate, carry out internal investigations which may be generated internally or externally.

**Core Competencies:**

- Tertiary Qualification in Business Management or Finance, and relevant experience
- Ability to interpret legislation
- Consult with and positively negotiate and influence the Executive Leadership Team;
- Maintain the highest level of ethical conduct and maintenance of confidentiality;
- Experience in investigating and analysing complex and unstructured problems to assess alternatives and format practical and innovative solutions and strategies;
- Conduct interviews, analyse data, document findings, compile recommended actions, and conduct post-audit close-out meetings;
- Prepare and present reports to the Internal Audit and Risk Committee;
- Manage multiple projects, meet strict deadlines and deliver identified outcomes; and
- Build rapport with stakeholders and promote a culture of business improvement.

**Supervision Received:**

This role reports to the Manager, Organisation Development and Performance. However, work priorities are set in consultation with the Internal Audit and Risk Committee.

**Supervision Exercised:**

None.



“**Lead and work with  
our community to build an  
*inspired, connected*  
Macleay Valley**”

**Role Authorisation:**

.....(Director Signature) ..... Date

**Role Acceptance and Accountabilities:**

*The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.*

.....(Role Incumbent's Signature) ..... Date