

## POSITION DESCRIPTION

### RVHR – 11 07

Position Title:	Senior Internal Auditor		
Department / Location:	Finance		
Date Written:	6/12/2017	Prepared By:	S. Ridout
Current Incumbent:	N/A	Direct Report Manager:	S. Ridout
No. of employees reporting to this position:	0		
Date to be Reviewed:	December 2018	Employment Status:	Full Time

#### 1. Overall Purpose of the Role

*(Brief summary position of role)*

- To deliver internal audit services at Racing Victoria, through identifying audit risk, analysing internal controls and ensuring compliance with associated management processes and procedures, legislative requirements and race fields conditions from approved wagering service providers (WSPs).
- The primary focus of this position will be performing internal audit and related services pertaining to approved WSPs, Joint Venture partner Tabcorp and Victorian Bookmakers.
- The position will advocate and foster an industry culture of good corporate governance, risk minimisation, efficiency and business transparency.
- Demonstrates commitment to RV Employee Values which include Health Safety & Wellbeing, Ethical Behaviour, Efficiency Participation and Service of Customers.

#### 2. Key Responsibilities / Accountabilities (5 – 7 points)

*(Specific tasks should be individualised in setting SMART Goals)*

- Deliver the agreed internal audit program, through:
  - Developing internal audit plans and testing programs for audit assignments;
  - Evaluating business process controls making recommendations to improve business practices;
  - Identifying errors from WSPs to ensure Racing Victoria receives complete revenue and to ensure compliance with conditions of approval;
  - Co-ordinate field work to maximise efficiencies and minimise client time requirements;
  - Develop and utilise CAAT's and/or other relevant audit technological tools;
  - Report regularly to the Manager - Internal Audit & Commercial Risk on the progress of current audit assignments; and
  - Discuss audit findings with auditees, providing reasons for recommendations and coaching on areas of continuous improvement.
- As required, develop Audit Reports for the Board and/or Sub-Committees of the Board providing detailed analysis and professional guidance/recommendations for issues resolution.
- As required, alert senior management to actual and potential risks as identified by audits.
- Where required, evaluate information technology system processes for security, completeness and accuracy.
- As required, assist with special projects and operational audits.
- Apply analytical, problem solving skills and investigative skills with the ability to develop new techniques and methodologies, operational policies, practices and guidelines relevant to the role.
- Develop strong networks within the Racing Industry to foster an appreciation of the importance of governance, internal controls, efficiency, transparency and disclosure.

- Maintain client confidentiality, whilst working collectively for the benefit of the client / entity and the racing industry.

### 3. Knowledge Skills Required

*(To effectively perform the role, the position holder must have the following skills, experience, qualification)*

- Tertiary qualified in Accounting or equivalent higher level qualification; and/or previous experience in applying financial system audits and internal audit practices
- CA/CPA/CIA qualified
- Strong comprehension of audit standards and confidence in interpreting internal procedures
- Knowledge of the wagering landscape
- High level analytical skills and administrative skills, with demonstrated project management skills to develop, coordinate and manage projects and resources effectively to achieve work goals to meet deadlines
- Exemplary written and interpersonal communication skills, particular emphasis in the areas of consultation, negotiation, influencing, conflict resolution and assertiveness
- Computer systems proficiency and good knowledge of Microsoft office products.
- Demonstrated ability to maintain client confidentiality, whilst working collectively for the benefit of the client / entity and the racing industry.

### 4. Working Relationships

<u>Internal – Most frequent Contacts:</u>	<u>Nature / Purpose of Contact:</u>
• Manager – Internal Audit & Commercial Risk	• Audits / Reviews / Consulting / Reporting
• Wagering Department	• Audits / Reviews / Consulting
• Integrity Services	• Audits / Reviews / Consulting
• Racing Victoria Management / Employees	• Audits / Reviews / Consulting
<u>External – Most frequent Contacts:</u>	<u>Nature / Purpose of Contact:</u>
• Wagering Service Providers	• Audits / Consultation / Education
• External Auditors	• Audit co-ordination / Work sharing
• Consultants	• Outsourced audit projects

<i>Prepared By: S. Ridout</i>		<i>Title:</i>	Manager – Internal Audit & Commercial Risk
<i>Signature:</i>		<i>Date:</i>	15/12/2017

  

<i>Approved by Manager:</i>		<i>Title:</i>	
<i>Signature:</i>		<i>Date:</i>	<a href="#">Click here to enter a date</a>

  

<i>Approved by GM:</i>		<i>Title:</i>	
<i>Signature:</i>		<i>Date:</i>	<a href="#">Click here to enter a date</a>