

Role Description

Graduate Auditor

Classification

AO3

About the Queensland Audit Office

On behalf of the Auditor-General, we provide insights to over 600 state and local government clients on how to deliver better public services for Queenslanders.

As the state's independent auditor, we are unique. We are vital to Queensland's integrity system of government, giving parliament and the public trusted assurance.

Innovation, teamwork and relationships are at the heart of what we do. We use some of the most contemporary practices and tools in today's professional services industry to:

- deliver high quality audit services
- give the public sector insights on their performance, risks and financial management
- report to parliament on the results of our work
- investigate financial waste and mismanagement
- share best practice across our client base and industry.

The public sector operating environment is diverse and constantly evolving, meaning we work throughout Queensland across a wide range of services from health, education, financial services, local government, tourism, justice and many more.

For more information on what we do and what we are passionate about, visit www.qao.qld.gov.au.

Purpose of the role

As a graduate auditor you will, as a member of an audit team, provide assistance with the completion of financial and assurance audits.



Engage



Respect



Inspire



Deliver

Role responsibilities

In the role of graduate auditor, you will:

- assist in auditing a range of entities. Audit responsibilities may include assisting with financial and assurance audits to provide an independent opinion on whether an entity's financial statements are true and fair, audits of performance management systems, audits of information systems and other special investigations
- effectively use Queensland Audit Office's software and audit methodology to conduct audits
- ensure personal productivity and time management to achieve planned outcomes within budgeted hours and specified milestones
- contribute to the success of the audit team by supporting team members and communicating effectively within the team
- promote and model the established Queensland Audit Office core values of: Engage, Respect, Inspire and Deliver
- complete the training and on-the-job requirements of the graduate development program
- develop skills and knowledge required of a professional auditor in the Queensland public sector environment
- take reasonable care for your own and others' health and safety; follow health and safety instructions; and support and cooperate with health and safety systems, policies and procedures.

Assessment criteria

Your suitability for the role will be assessed based on demonstrated knowledge, experience, achievements and abilities against the responsibilities of the role using the following key criteria.

- Demonstrated ability to contribute to operational goals and quality outcomes in a team environment.
- Demonstrated ability to effectively plan, research and problem solve tasks utilising sound technical skills including organisation of priorities in consultation with a supervisor.
- Contribute and support highly productive and effective relationships with external clients and internal team members while delivering quality outcomes and achieving effective results.
- Applies sound knowledge and professional judgement whilst applying ethical decision making within the working environment.
- Effectively applies well developed written and verbal skills to meet the needs of the work environment and demonstrate effective interpersonal, negotiation and listening skills to build and maintain rapport and achieve outcomes

Qualifications / Professional registration / Other requirements

Possession of an appropriate tertiary qualification in a relevant discipline e.g. accountancy, commerce, business, data science, information technology, information systems or management.



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Additional information

- Travel is required throughout Queensland as part of the role, sometimes at short notice. This is typically no more than two weeks duration at a time.
- A twelve-month probationary period will apply.
- Graduate auditors are expected to undertake studies to achieve a professional qualification as a Chartered Accountant or Certified Practising Accountant. The timing for this and the support available from the Queensland Audit Office will be outlined during the selection process.
- Citizenship requirements may apply
- A Queensland driver's licence or similar is highly desirable
- A current criminal history check is required for applicants recommended for appointment
- Discipline checking may be undertaken on preferred applicants
- Validity of qualifications may be confirmed with issuing institutions
- Successful applicants external to the Queensland Public Service must disclose to the Auditor-General within one month of commencing duty, any previous employment as a lobbyist in the previous two years
- Employees are required to complete an independence declaration on appointment and annually thereafter
- Employees have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position
- Employees of the Queensland Audit Office are required to abide by the Code of Conduct for the Queensland Public Service
- A non-smoking policy applies on Queensland Audit Office premises and in all Queensland Government buildings, offices and motor vehicles
- Queensland Audit Office is committed to building a culture that respects and promotes human rights, inclusion and diversity

Privacy notice

The Queensland Audit Office is collecting your personal information to assess your suitability for employment. The collected information will be managed in accordance with the *Information Privacy Act 2009* and will not be disclosed to a third party without your consent, unless required or authorised by law.



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