

Role Description

Title **Audit Senior**

Classification AO5

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 completely 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, energy, local government, transport, justice and many more.

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

Purpose of the role

As an Audit Senior you will collaborate and work with a team to conduct and complete a range of audits.

Role responsibilities

In the role of Audit Senior, you will:

- coordinate the day-to-day running and project management of lower risk audits
- identify significant audit matters and contributing to their resolution, including client reporting
- support the supervision, direction and review of the team's working papers and the work of experts to ensure consistent quality, application of effective audit methodology and compliance with Australian Auditing and Assurance Standards
- contribute to the delivery of the program of work including scoping, delivery and reporting on the engagement, and supporting resourcing and budgeting



Engage



Respect



Inspire



Deliver

- ensure adherence to QAO's audit methodology, Australian Auditing and Assurance Standards and Australian Accounting Standards
- promote and model the established QAO core values of: Engage, Respect, Inspire, and Deliver
- 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

You will be assessed on the following:

- demonstrated ability to contribute to the delivery of high and medium risk audits
- demonstrated sound knowledge and experience in the application of audit and assurance methodologies, and accounting policy and practices
- demonstrated ability to prepare reports and presentations including identifying significant audit matters and contributing to their resolution, including client reporting
- demonstrated ability to apply analytical and problem-solving skills with the ability to identify and manage audit, assurance and accounting issues appropriately.

Qualifications / Professional registration / Other requirements

Possession of an appropriate tertiary qualification in a relevant discipline e.g. accountancy, commerce, business, management, public administration is **required**. Membership of, or working towards membership of, CPA Australia or Chartered Accountants Australia and New Zealand (CAANZ) is **highly regarded** for this role.

Additional information

- travel may be required as part of the role
- a six month probationary period may apply
- 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



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- 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 collects your personal information and documents relevant to your 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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