

# Role Description

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**Title** Auditor

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**Classification** AO4

## About the Queensland Audit Office

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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](http://www.qao.qld.gov.au).

## Purpose of the role

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As an Auditor you will undertake audit tasks to assist an audit team with the conduct and completion of audits.

## Role responsibilities

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In the role of Auditor, you will:

- undertake field work for financial and assurance audits at client sites throughout Queensland, and support the manager on activities including: conducting interim and final testing of total audit, contributing to audit planning processes and undertake investigation with clients and communicate findings and risks as appropriate
- prepare reports and presentations
- contribute to audit research activities
- support the completion of the audit within budget and timeframe



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- ensure adherence to QAO's audit methodology, Australian Auditing and Assurance Standards and Australian Accounting Standards
- support 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

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You will be assessed on the following:

- effective application of auditing and accounting knowledge, demonstrating professional scepticism and sound judgement
- intermediate level of knowledge of:
  - the Australian Auditing and Assurance Standards and Australian Accounting Standards
  - IT systems for financial accounting and reporting and frameworks for evaluating controls and assessing risks for accounting and reporting systems
- an ability to use analytical skills to appropriately identify audit or accounting issues
- an ability to work individually and with others to prioritise and meet competing deadlines to achieve agreed performance outcomes.

### Qualifications / Professional registration / Other requirements

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

## Additional information

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- 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



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- 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 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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