

# Role Description

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**Title** Undergraduate Auditor

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**Classification** AO2

## 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 Undergraduate Auditor and depending on your discipline, you will assist relevant teams with the completion of financial and assurance audits, information systems audits, or the implementation of data analytics solutions to help us deliver our audits to our clients

## Role responsibilities

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In the role of Undergraduate Auditor, you will:

- contribute to the success of the audit team by supporting team members and communicating effectively within the team
- learn and use Queensland Audit Office's software and audit methodology to assist teams with the completion of audits for a range of entities
- undertake administrative activities, audit support functions, basic data collection and analysis to support your team
- manage your workload and utilise effective time management skills to achieve planned outcomes within specified milestones



Engage



Respect



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Deliver

- complete relevant training and on-the-job requirements to effectively perform the role
- develop your skills and knowledge to meet the requirements of Undergraduate Auditor in the Queensland public sector environment
- promote and model the established Queensland Audit Office 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:

- ability to effectively plan, research and problem solve tasks to meet competing priorities in consultation with a supervisor
- support positive relationships with external clients and internal team members, and use effective listening skills to build and maintain rapport
- commitment to professional standards and integrity whilst applying ethical decision making
- clear communication skills and ability to prepare accurate and concise written correspondence

### Qualifications / Professional registration / Other requirements

Currently studying towards an appropriate tertiary qualification in a relevant discipline e.g. accounting, commerce, business, data science, information technology, information systems, mathematics/statistics or management is **required**.

Undergraduate Auditors should have completed their first year of university as a minimum, and currently be in their second year of studies or beyond.

## Additional information

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- travel may be required as part of the role
- a twelve-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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# ● Queensland ● ● Audit Office

*Better public services*

- 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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