

<b>Position Title</b>	<b>Undergraduate Auditor</b>		
Classification	AO2	Location	Brisbane CBD
Role Type	Temporary, Part Time	Hours of work	36.25 hours per week

## About the role

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

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
- 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

For roles within the Queensland Audit Office, assessment is based on the eligible person that is best suited to the position. We will look at your ability to perform the requirements of the role, including the extent to which you have the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the carrying out of the duties of the position. The ideal applicant for this role will be someone who can demonstrate the following **key attributes** as they apply to the technical responsibilities for the role:

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

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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.

## Benefits and conditions

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- QAO supports work-life balance with flexible working options, competitive salary and benefits (including 12.75 per cent employer superannuation contributions), generous leave entitlements, career progression opportunities and the chance to make a difference to the people and communities of Queensland.
- QAO employees are employed under the *Auditor-General Act 2009*. Minimum employment conditions are set out in the *Queensland Public Service Officers and Other Employees Award – State 2015* and *State Government Entities Certified Agreement 2023 (Core Agreement)*.
- For a full list of benefits, please see our website here: [www.qao.qld.gov.au/careers/careers-faqs](http://www.qao.qld.gov.au/careers/careers-faqs).

## Pre employment checks

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- A current criminal history check is required for applicants recommended for appointment.
- Validity of qualifications will be confirmed with issuing institutions.
- Discipline checking may be undertaken on preferred applicants.
- To be an eligible employee, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify QAO if your right to work in Australia ceases.
- Reference checking will be undertaken prior to any offer of employment.

## Additional information

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- QAO is committed to building a culture that respects and promotes human rights, inclusion and diversity.
- QAO supports a safe healthy working environment and we encourage applications from people with disability. Please contact [recruitment@qao.qld.gov.au](mailto:recruitment@qao.qld.gov.au) if you require any support or reasonable adjustments during the application or recruitment process as QAO are committed to providing a positive and equitable process.
- Recruitment processes may be used to fill future vacancies for same or similar positions.
- Travel will be required as part of this role and will generally involve overnight stays.
- A 12-month probationary period may apply.
- Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding 2 years.
- Applicants who have accepted a voluntary medical or early retirement, redundancy or retrenchment from the Queensland Government are required to state this in their application.



- Employees are required to complete an independence declaration on appointment and annually thereafter and have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position.
- Employees 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.

### 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.

## About the Queensland Audit Office

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### Our values and purpose

Our culture is underpinned by four core values which inform how we work with our clients and each other.



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, local government, tourism, justice and many more.

### Our workforce

Our people are our most valuable resource and are proud to be part of our diverse, inclusive, and healthy workplace. Our people are key to achieving our vision of better public services and they are dedicated, engaged and highly skilled.

Our workforce is a mix of around 190 employees who are audit professionals, specialists and support team members. We also engage audit service providers to conduct some of our work, and they are an integral part of our business. We are proud to celebrate our diverse backgrounds.

QAO's Executive Leadership Team has shared responsibility for audit excellence, innovation and operational

performance. Our operating model enables us to deliver our services as one team, with our Assistant Auditors-General overseeing our client services, quality and people. Our client and audit engagement is led by our Senior Directors.

For more information on our functions and what we are passionate about, visit [www.qao.qld.gov.au](http://www.qao.qld.gov.au).

