

POSITION DETAILS

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| Position Title: | Casual Internal Auditor | Position Grade: | 11 |
| Department/Directorate: | Corporate Governance /Corporate Services | Position Status / Hours per Week: | Casual/ Approx. 21 hrs per week |

PRIMARY PURPOSE OF THE POSITION

In accordance with authority delegated by the General Manager, the Internal Auditor is responsible for the development, implementation and reporting of a best practice Internal Audit function across all of Councils operations.

The role of the Casual Internal Auditor is to assist the Internal Auditor in this function. The role will include the following:

- In developing, maintaining and progressing a best practice Internal Audit function servicing Council
- Undertaking Audits covering operations, performance, compliance, best value over all Council functions
- Undertaking analysis utilising CAAT's and best practice functions
- Maintaining and development of Council Audit reputation.

The Casual Internal Auditor will report to the Internal Auditor who in turn reports to the Manager Corporate Governance and is a member of the Corporate Governance team.

This position will also have relationships with the Department Managers and other key staff across the organisation.

The position of Casual Internal Auditor will have the following authority to enable the conduct of their role:

- To have complete and unfettered access to any Council premises, including all offices, stores, works depots, community halls etc. used by Council in the conduct of its operations or activities
- To have complete and unfettered access to any books of account, records, files (electronic or otherwise), documents or other associated items relating to the operations of Council.
- To be supplied with all relevant information requested
- To be provided with every assistance by staff in the performance of the duties

SELECTION CRITERIA

Education / Qualifications

Appropriate tertiary qualifications in disciplines such as Auditing, Accounting, Business, Economics or Commerce.

Current Driver's licence

Experience/Specific skills

Extensive and recent Internal and/or External Audit experience in a medium to large organisation, local and /or state government.

Demonstrated experience in the implementation of strategic internal audit plans

Extensive experience in the end-to end execution of audits to the professional practice standards for internal audit issued by the Institute of Internal Auditors

Well-developed communication skills, both verbal and written that demonstrate ability to consult, negotiate and mediate issues at all levels within the organisation and with key stakeholders

Excellent analytical and problem-solving skills with demonstrated ability to analyse complex systems, policies and procedures in use across all facets of Council operations.

Demonstrated experience in the use of audit software and financial accounting packages in a complex business environment with a particular emphasis on the internal control environment - Experience with application of MS Office, Technology One/CiA financials, CAAT's preferably IDEA Audit Software.

Personal Attributes

High integrity, reliability and trustworthiness

Demonstrated ability to work independently with minimal supervision and to tight deadlines at other Council locations

Demonstrated ability to establish and maintain strong relationships with senior management

Demonstrated ability to provide clear, concise and high-quality internal audit reports that focus on relevant areas of material risk to the organisation

Desirable Qualifications, Experience and/or Skills

Knowledge of the Local Government Act and other relevant legislation applicable to Local Government.

Knowledge of the Local Government Financial Environment or extensive similar experience in large public sector organisations at a responsible level.

Membership of the Institute of Internal Auditors and/or relevant professional body (i.e. the Australian Society of Certified Practising Accountants or the Institute of Chartered Accountants) and/or the ability to obtain and maintain membership

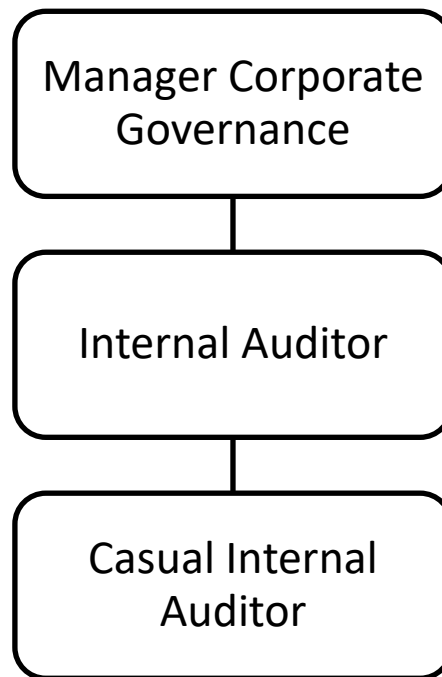
Relevant post graduate qualifications

ADDITIONAL INFORMATION

To provide assistance to the Internal Auditor in the following tasks;

1. The development and execution of an annual Internal Audit plan based on the strategic plan.
2. The setting of the scope and developing the programs in relation to any specific Internal Audit activity. The setting of the scope of these activities may have various degrees of input from Council management (including the area to be audited)
3. Undertaking of a preliminary risk assessment for each Internal Audit activity.
4. Preparation/Assessment of the potential use of CAAT's prior to each Audit Activity.
5. The preparation of written audit reports following completion of audit activities. These reports are to be clear and concise and include an audit opinion on the status of current operations and recommending improvements to organisational operations, systems and controls.
6. The coordination of the follow up of actions taken on agreed recommendations arising from an Internal Audit.
7. Maintain confidential records system for all matters related to the Audit within Council's Content Manager electronic document management system.
8. Undertake other duties as directed by the Internal Auditor or the Manager Corporate Governance.

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Corporate Governance Group of the organisation.

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

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| 1 | To comply with legislative requirements |
| 2 | To adhere to Council plans, policies, procedures and Code of Conduct |
| 3 | To understand, adhere and promote all WH&S policies and procedures |
| 4 | To understand, adhere and promote Council's EEO policies and procedures. |
| 5 | To understand and respond to the needs of our customers in accordance with the Customer Service Charter |
| 6 | To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan |
| 7 | To actively document all policies, procedures, projects and activities (as required) |
| 8 | To actively share information and knowledge on issues, training and better practice to relevant staff |
| 9 | To identify and initiate improvements of business systems to maximise service delivery |

CORPORATE ACCOUNTABILITIES

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| 10 | To identify and initiate improvements of processes to maximise service delivery |
| 11 | To deliver all project deliverables through PMCoR methodology |
| 12 | To identify and minimise exposure to risk |
| 13 | To be involved in or provide feedback on corporate initiatives |
| 14 | To positively and proactively work with others across the organisation to deliver the outcomes |
| 15 | To model Council's values |
| 16 | To create and contribute to a positive work environment within my team, my department and the workplace. |
| 17 | To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements |

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

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| Employee's Name | |
| Employee's Signature: | |
| Date: | |