

Job title: Audit and Assurance Officer	
Classification: Band 6	Effective Date: September 2024
Reports to: Coordinator Audit and Assurance	Tenure: Temporary Fixed Term

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

This position is responsible for developing, managing and improving internal policy and process review program which is designed to minimise organisational risk and ensure organisational compliance with internal controls, policies and procedures, relevant provisions of the Local Government Act, including:

- Supporting the Audit and Risk Committee;
- Managing and scheduling Internal Audit meetings and reports and seeking commentary from relevant teams; and
- Undertaking Audits known as controls assessments at the Council as per the approved program to assess internal control environments and offering suggestions for business process improvements.

Key Responsibilities

Position Specific Responsibilities

- Assist with implementing the Controls Assessment Program (Council's own audit and assurance audits that compliments the Internal Audit program) across the Council.
- Conduct risk-based reviews to assess the effectiveness of internal controls and processes, and providing actionable recommendations in a report to strengthen control environments.
- Monitor and report on the progress of implementing process improvement opportunities as per the controls assessments.
- Support Council's Internal Auditor and the Audit and Risk Committee with the Strategic Internal Audit Program and other internal audit related matters.
- Work together with other departments to discuss risks and concerns and provide support with entering relevant risks and corrective actions from controls assessments and internal audit findings into department risk registers.
- Assist with ongoing fraud management and prevention strategies and promoting a culture of integrity and ethical behaviour.
- Support periodic review and assessment of Council policies and procedures for relevance and compliance, applying sound internal audit principles, and make recommendations.
- Support Council to meet legislative and other compliance obligations, including those relating to the provisions of the Local Government Act 2020.
- Maintain professional relationships with staff and internal auditors to facilitate the understanding of the business in order to be able to make risk assessments.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Ensure appropriate care and use of assets and equipment.
- Maintain confidentiality as required.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- The position will assess Council policies, processes and internal controls and make recommendations to Coordinator Audit and Assurance to improve and strengthen internal controls and to minimise organisational risk.
- Guidance and advice will always be available within the organisation.

Specialist Knowledge and Skills

- Sound knowledge of designing, evaluating, and improving internal control systems.
- Expertise in identifying, assessing, and managing organisational risks.
- Excellent written and verbal communication skills for clear and effective reporting.
- Ability to use data analytics tools to support audit and risk assessments.
- Understanding of relevant Local Government legislation and regulations.
- Sound knowledge of accounting standards and concepts.
- Proficiency in the use of the Microsoft Office suite, including Word, Excel and PowerPoint.

Qualifications and Experience

- Tertiary qualification in Accounting or a related discipline.
- Membership or progress towards membership of a professional accounting body (CPA or CA).
- Experience in a controls based environment, preferably within an internal/external audit capacity.

- Experience or exposure in organisations with multi-faceted services, functions or products.

Interpersonal Skills

- Perform work professionally and with integrity.
- Effective collaboration and teamwork abilities.
- Strong relationship-building skills with various departments and stakeholders.

Key Relationships

- The position communicates with management and staff at all levels up to and including the Chief Executive Officer.
- The position supports the compilation of necessary information for the Audit and Risk Committee.
- The position works closely with Internal Auditors.

Management Skills

- Knowledge of and commitment to the principles of equal opportunity.
- Able to operate effectively and meet set objectives in a busy work environment with conflicting priorities, interests and pressures.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.
- The position may be required to attend out of hours meetings.
- The position may be required to work offsite.

Key Selection Criteria

1. Tertiary qualifications in an accounting discipline, along with membership in or working towards membership in a professional accounting body (CPA or CA).
2. Experience in a controls based environment, preferably within an internal/external audit capacity.
3. Demonstrated analytical, investigative and critical thinking skills.
4. Demonstrated high level written and verbal communication skills for clear and effective reporting to enable effective collaboration with stakeholders and to influence decision making.
5. To be able to operate effectively and meet set objectives in a busy work environment with conflicting priorities, interests and pressures.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
Hand/Arm Movement Tasks involve use of hand/arms.	✓	Often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.			
Standing Tasks involve standing in an upright position.	✓	Sometimes	
Reaching Tasks involve reaching above head, and above and equal to shoulder height.	✓	Sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects.	✓	Sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another.	✓	Sometimes	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body.			
Keyboard Duties Tasks involve sitting at workstation and using computer.	✓	Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence.	✓	Often	

Any other relevant comments: