



Internal Auditor

Section: Governance

Salary point: 19

Position number: PSC1293

Last updated: 22 April 2025

Position objectives

The Internal Auditor reports to the Governance Section Manager and is a member of the Governance Section. The role delivers effective, efficient and consistent internal audit projects focusing on the effectiveness and adequacy of Council's internal controls.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Implement the four-year internal audit plan based on risk assessment of Council's key strategic and operation areas for approval by Council's Executive Team and the Audit, Risk and Improvement Committee (ARIC).
- Develop and implement an internal audit program based on the four-year internal audit plan to examine and evaluate the adequacy and effectiveness of systems of internal control, risk management, governance, and the status of ethical behaviour.
- Identify and recommend improvement opportunities in Council's systems and internal controls and assist with planning of implementation of improvements.
- Facilitate effective communication with audit stakeholders, including requesting information, explaining audit approach, presenting and discussing improvement opportunities.
- Undertake and manage the process to prepare and submit Internal Audit Reports to Council's Executive Team and the ARIC on a timely basis.

- Undertake specific assignments on the adequacy of Council's fraud and corruption control.
- Provide support to the ARIC and work closely with the chairperson, including preparation of agendas and minutes from the ARIC meetings and coordinate actions from internal audits.
- Act as the Chief Executive of Internal Audit.
- Participate as an advisory member of the ARIC, including report preparation and attendance at after hours meetings.
- Conduct audits designed to help senior management and Council ensure compliance with relevant legislation and Council policies and procedures.
- Provide sound and timely advice to senior management within Council as required regarding compliance to relevant legislation, regulations and Council policies and procedures.
- The incumbent is required to undertake other duties, projects or tasks as directed, which are within his/her skills, competence and training, and undertake job-specific training and development. Consultation will occur as part of this process.

Key accountabilities

To work with the Executive Team and the ARIC to ensure compliance with the Office of Local Government's Risk Management and Internal Audit Guidelines and deliver internal audit services.

Extent of authority

Tasks are performed under the direction of the Governance Section Manager. Decisions are generally made within the scope of existing legislative requirements procedures and guidelines. The position is required to use discretion.

Judgement and decision making

- It is accountable for the delivery of initiatives and projects, on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.
- Make decisions in consultation with the Governance Section Manager on the need to outsource elements of the audit program.
- Accountable for implementing the recommendations of the Audit, Risk and Improvement Committee, and the decisions made by the governing body, General Manager and Directors.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Determine priorities in line with approved work and Council plans.
- Decisions are generally guided by practices, procedures, precedents and professional standards.

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality services.
- Demonstrated commitment to Australian Business Excellence principles.

- Demonstrated behaviours consistent with Council's values – Respect, Integrity, Teamwork, Excellence, and Safety.

Interpersonal

- Ability to lead and promote the internal audit function within Council.
- Demonstrated facilitation skills coupled with the ability to influence and motivate others in the pursuit of injury management objectives.
- Ability to take initiative, solve complex problems, meet deadlines, work without close supervision.
- Demonstrated well-developed written and oral communication skills.
- Demonstrated skills in negotiation, problem solving and conflict resolution to enable effective liaison with people at all levels.
- Ability to provide clear and concise advice to staff and management.

Qualifications and experience

- Tertiary (Bachelor degree or higher) qualifications in the field of Auditing, Commerce, Finance, Accounting, or Business Administration.
- Membership of the Australian Internal Auditor Professional Association.
- Demonstrated experience as an Internal Auditor in a medium to large organisation.
- Proven ability to apply contemporary auditing and related standards, practices and methodologies including technology assisted audit.
- Capable of providing proactive assurance, advice and input to assist in evaluating the effectiveness and adequacy of risk, governance, fraud and other control related practices.
- Experience in the planning and conducting of investigations, including knowledge of investigation techniques.
- Ability to maintain strict confidentiality in the conduct of investigations.
- Highly developed report writing skills.
- Sound appreciation of financial and operational systems and methods for improvement.
- High ethical standards, objectivity and personal integrity.

Capability Framework level: Advanced

Personal attributes	Relationships	Results	Resources	Workforce leadership
<ul style="list-style-type: none"> • Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability 	<ul style="list-style-type: none"> • Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate 	<ul style="list-style-type: none"> • Plan and prioritise • Think and solve problems • Create and innovate • Deliver results 	<ul style="list-style-type: none"> • Finance • Assets and tools • Technology and information • Procurement and contracts 	<ul style="list-style-type: none"> • Manage and develop people • Inspire direction and purpose • Optimise workforce contribution • Lead and manage change

Position description approval

Employee

Date