# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Audit Manager |
| Job Reference | 78616 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$102,724 to AU$111,165 pa + up to 15.4% superannuation |
| Location(s) | Brisbane, QLD; Canberra, ACT; Melbourne, VIC or Sydney, NSW |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Head, Internal Audit |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 1 |
| Enquire about this job | Contact Katie Baldwin via email at [katie.l.baldwin@csiro.au](mailto:katie.l.baldwin@csiro.au) or phone +61 0429 277 482. |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

## CSIRO’s vision is to create a better future for Australia and our purpose is to solve the greatest challenges through innovative science and technology.

As a Senior Auditor you will have a key role in assisting CSIRO achieve this vision. Reporting to the Head – Internal Audit you will be responsible for assisting in the delivery of the Internal Audit Annual Plan. You will assist in leading independent and objective internal audits of key business processes across the global organisation. By working closely with senior leaders, you will provide quality deliverables to provide assurance to the Board Audit and Risk Committee and assist in managing risk across the diverse organisation.

This is an exciting time for the Internal Audit function as we look to new team members to bring their experience to proactively drive and fully embed enhanced, best practice audit processes.

### Duties and Key Result Areas:

* Manage and assist in the delivery of internal audits in accordance with the Internal Audit Plan.
* Draft high quality documentation including management updates and internal audit reports.
* Develop internal audit documentation including risk and control matrixes, process narratives, detailed testing audit work programs and issue summaries with minimal supervision
* Establish and develop effective working relationships with key stakeholders including process owners, business leaders and executive management.
* Partner with the business to develop feasible, appropriate solutions to identified audit issues.
* Ensure effective, timely and transparent communication with stakeholders regarding audit findings, action recommendations and progress of audits.
* Manage the tracking and closure of audit actions through holding stakeholders accountable for delivering timely and effective outcomes.
* Provide leadership and supervision to a small team and coach and develop internal audit staff.
* Collaborate with external service providers to deliver an integrated internal audit function in compliance with the professional standards of the Institute of Internal Auditors (IIA).
* Maintain current knowledge of best practice audit processes, matters impacting the industry and organisation as well as regulatory and legislative requirements that impact internal controls and risk.
* Contribute to general Governance and wider Operations team project initiatives to, influence the design, implementation and delivery of the agreed assurance model.
* Communicate openly, effectively, and respectfully with all staff and affiliates both internal and external in the interests of good business practice, collaboration, and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to execute tasks in support of CSIRO’s broader scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policies and diversity initiatives.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant tertiary qualifications, CA/CPA or CIA or CISA certification.
2. Experience in performing internal audits within large, complex, and diverse organisations.
3. Ability to plan and execute audit work programs with minimal supervision.
4. Ability to evaluate, interpret and synthesise complex information and draw logical conclusions and linkages.
5. Leadership and management experience commensurate with 3+ years in a Senior Auditor level Internal Audit role.
6. Experience in establishing and maintaining strong working relationships with relevant audit stakeholders.
7. Working knowledge of Institute Internal Auditors (IIA) Professional Standards and Quality Improvement Program requirements.

## **Desirable:**

1. Experience with internal audits of other Commonwealth Government entities.
2. “BIG 4” audit experience desired but not required.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)! CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted