

Position Title	Assistant Manager		
Classification	AO6 / PO4	Location	Brisbane CBD
Role Type	Permanent, Flexible-Full Time	Hours of work	36.25 hours per week

About the role

As an Assistant Manager you manage a team for a number of low to medium risk audits or provide support on high-risk audits.

Role responsibilities

In the role of Assistant Manager, you will:

- take the lead role in supervising, directing and reviewing the team's working papers and the work of experts to ensure consistent quality
- apply sound professional judgement to analyse and evaluate audits to provide recommendations
- contribute to the scoping and implementation of business plans, projects and work schedules, ensuring the timely, effective and efficient achievement of business objectives
- ensure problem resolution, continuous improvement and change management occurs in line with QAO objectives and business needs
- ensure adherence to QAO's audit methodology, Australian Auditing and Assurance Standards and Australian Accounting Standards
- promote and model the established QAO 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:

- demonstrated ability to:
 - manage a team for low to medium risk audits to achieve agreed outcomes
 - contribute to the delivery of high and medium risk audits
- demonstrated ability to apply knowledge and experience in the application of audit and assurance methodologies, and accounting policy and practices
- demonstrated ability to build productive working relationships with all stakeholders within QAO and external clients
- well-developed written and oral communication skills suitable for client meetings and preparing audit client reports



Engage



Respect



Inspire



Deliver

- well-developed analytical and problem-solving skills with the ability to apply innovative ideas, the latest technologies and new techniques whilst ensuring appropriate principles are maintained.

Qualifications / Professional registration / Other requirements

Appointment to the Professional Officer (PO) classification – possession of an appropriate tertiary qualification in a relevant discipline e.g., commerce, business, accountancy, management is **required**. Membership of CPA Australia, Chartered Accountants Australia and New Zealand (CAANZ) is **mandatory**.

Appointment for assurance practitioners - Administration Officer (AO) classification - possession of an appropriate tertiary qualification in a relevant discipline e.g. accountancy, commerce, business, management, public administration is **required**. Membership of, or working towards membership of, CPA Australia, Chartered Accountants Australia and New Zealand (CAANZ) is **highly regarded** for this role.

Appointment to the Information Systems Risk Portfolio, Certified Information Systems Auditor (CISA) status is **highly regarded**. Experience undertaking internal controls assurance engagements is also an advantage.

Benefits and conditions

- 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: [Careers FAQs](#).

Pre employment checks

- 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

- 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 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.



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- A 6-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

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 Management Group 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.



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