# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Audit Advisor |
| Job Reference: | 59930 |
| Relocation Assistance**:** | Yes |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 100% |
| Percentage of Client Focus - External: | 0% |
| Reports to the: | Executive Manager, Audit |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Leigh Flanigan [Leigh.Flanigan@csiro.au](mailto:Leigh.Flanigan@csiro.au) |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au) |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |

## Role Overview:

Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

The CSIRO Internal Audit unit is an integral part of CSIRO’s corporate governance framework and acts as a key contributor in delivering CSIRO’s strategy by providing a high-quality, cost-effective audit and consulting service that ensures risks are managed and governance processes are observed through the provision of auditing, process reviews, compliance reviews, information system reviews and consulting reviews for Executive Management and the CSIRO Board Audit & Risk Committee.

Within the CSIRO Internal Audit Unit, the position of Audit Advisor reports directly to the Executive Manager - Audit. Under the direction of the Executive Manager - Audit and/or Project Director, Auditors contribute to the successful completion of audit projects as approved in the annual Operational Audit Plan by the CSIRO Board Audit & Risk Committee.

We are seeking an enthusiastic and highly motivated self-starter with effective communication skills and be able to deal with all levels of staff and management. The position of (Senior) Auditor requires the ability to travel locally and interstate in the completion of Audit activities.

## Duties and Key Result Areas:

* Contribute to, and promote, the development of a valued high performance Audit team
* Support the development of, and delivery against, the Operational Audit Plan through assisting in the planning, scoping and execution of audit assignments
* Prepare clear and concise reports to auditees and the Board Audit & Risk Committee, highlighting issues to be addressed including identification of root causes, implications of the issues to the organisation, and determination through incisive recommendations of appropriate management actions to be taken to remediate issues.
* Influence CSIRO leaders to adopt recommendations improving internal controls and minimising risk
* Contribute to, and promote, the development of a valued high performance Internal Audit team
* Liaise with clients to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly and in a constructive manner.
* Under general direction provide a discrete support service, and participate in the planning of group activities, across a Business Unit or group of functions for a single site, frequently encountering ambiguity and showing initiative in interpreting policies and procedures.
* Establish networks with other professionals in your field to ensure that the service provided continues to add value, and deliver training on procedural issues or systems developments to clients and team members.
* Using discipline expertise develop and review policies, procedures, systems and make recommendations to guide management decisions.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies: DO NOT DELETE OR EDIT

1. **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.**
2. **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.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **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.

## Essential Criteria:

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

1. Relevant tertiary qualifications of at least degree level in business, accounting, risk management or related fields
2. Demonstrated ability to communicate verbally and in writing to senior organisational leadership
3. Demonstrated capacity for problem identification, problem solving, financial and process analysis and conceptual thinking
4. Demonstrated experience working in an audit, accounting, risk management, compliance or related environment
5. Ability to travel locally and interstate in the completion of Audit activities
6. Competent knowledge of and experience in using information systems

## Desirable Criteria:

1. Working knowledge of audit, risk management and fraud control policies, standards, methodologies and relevant legislative framework;
2. Working knowledge of SAP

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements. Applicants who are not Australian Citizens or Permanent Residents may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- <https://ielts.com.au/>

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!