

*Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.*

**THE UNIVERSITY OF NEW ENGLAND**  
**POSITION STATEMENT**

**SCHOOL/DIRECTORATE:** Risk Management and Internal Audit  
**POSITION TITLE:** Internal Audit Officer  
**POSITION NUMBER:** new position  
**REPORTS TO:** Director, Risk Management and Internal Audit  
**CLASSIFICATION LEVEL:** HEO 7  
**DATE CLASSIFIED:** 10 July, 2009

**DIMENSIONS OF POSITION:**

The University of New England's Risk Management and Internal Audit unit influences and provides guidance on all activities undertaken by the University (including financial, administrative and business processes and systems as well as operational protocols and processes within Faculties, Schools and associated areas). The unit works to continuously improve the University's operations by effectively identifying, planning, managing and reducing risk. This senior position provides high quality information and advice, collaborating and supporting the Director in the appraisal of University management systems, policies and procedures.

**POSITION OBJECTIVES:**

The role of Internal Audit Officer is a specialist position providing expert advice on accounting, audit, policy and procedural matters to the Director (Risk Management and Internal Audit) and senior managers across the University in accordance with auditing best practice and standards. The occupant of this position works collaboratively with the Director, planning and undertaking compliance, financial and operational reviews, preparing high quality working papers and reports as well as recommendations to improve efficiencies throughout the University's systems, operations, procedures and processes.

**DUTIES:**

Assist the Director in the undertaking of reviews and activities associated with the University of New England's Internal Audit Program, which may include:

1. Collaborating with the Director in the development of an appropriate annual work strategy and plan.
2. Undertaking audit and quality assurance reviews (financial, compliance and operational) or associated work in accordance with relevant auditing standards and risk management concepts.

3. Utilising specialist data software or sophisticated computer interrogation techniques to gather and analyse financial and operational data when involved in end to end process reviews.
4. Working closely with relevant staff at all levels, to analyse and map business processes as part of compliance auditing and quality improvement assessments, with a view to developing and implementing best practice solutions for financial and administrative systems at the University.
5. Providing recommendations, information and associated instructions/training to University management in the development of and/or compliance with new or revised procedures, guidelines and standards.
6. Being involved as an adviser or assessor in various Risk Management Assessments/ Audits and Quality Assurance processes throughout the University.
7. Immediately reporting of any issues of perceived non-compliance
8. Undertake research of current risk assessment and internal audit practices and develop options for implementing best practice at the University.
9. Follow up implementation of audit outcomes with appropriate staff.
10. Preparing high quality reports at the completion of audit and compliance reviews, focussing upon the development of recommendations that improve the University's systems, operations, procedures and processes.
11. Preparing regular progress reports on work undertaken in relation to the University's approved audit plan, for approval by the Director.
12. Undertake special projects or investigations which may arise from time to time, as instructed by the Director.
13. Maintain a working knowledge of relevant University policies and procedures as they relate to this position.
14. Engage in ongoing professional development at the direction of the Director.
15. Be aware of and apply the University's policies and procedures relating to EEO, risk management, OH&S and quality assurance as they apply to this position.
16. Any other duties as appropriate to this position and classification, as directed.

**SELECTION CRITERIA:**

1. Completion of a recognised business degree with substantial relevant experience, or extensive relevant work experience and management expertise; or an equivalent combination of relevant experience and/or education/training. CPA/CA and membership of the Institute of Internal Auditors Australia would be well regarded.
2. Demonstrated experience in the areas of compliance auditing, investigative accounting and the analysis of financial statements.
3. Demonstrated understanding of control and audit features within systems.
4. Demonstrated understanding of the principles of risk management and the way risks are controlled within a complex organisation.
5. Demonstrated ability to think strategically and apply sound judgement, exercising excellent skills and proven experience in planning and problem solving within the context of strategic organisational objectives.

6. Demonstrated excellent communication and interpersonal skills with the ability to lead and/or work as part of a team and liaise and negotiate with a range of people to achieve agreed outcomes. This includes listening to, understanding and adapting to the relevant audience.
7. Demonstrated experience and ability in nurturing internal and external professional relationships.
8. Demonstrated high level ability to effectively manage and prioritise work and projects in a high pressured environment, to achieve results and see them through to completion.
9. Demonstrated commitment to ongoing professional development, including the application and building of professional expertise.
10. Demonstrated understanding the commitment to EEO, OH&S, risk management, quality assurance and records management principles as they relate to this position.