# POSITION DESCRIPTION

## POSITION details

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| **Title:** | Graduate Technical Analyst | **Business Unit:**  | Office of the Auditor‑General |
| **Remuneration Level:** | VPSG 2.2 | **Hours per week:** | 38.00 |
| **Appointment Type:** | Ongoing | **Contract Length:** | N/A |
| **Reports To:** | Director, Data Analytics |

## About VAGO

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| **Our Vision** | Better lives for Victorians through our insights and influence |
| **Our Purpose** | To help the Parliament hold government to account and help the public sector improve its performance |
| **Living the values at VAGO** | Respect, Accountability, Collaboration, Innovation |

The Auditor-General provides assurance to Parliament on the accountability and performance of the Victorian public sector.

To achieve this, VAGO conducts over 550 financial audits and numerous performance audits annually across a diverse range of portfolios including infrastructure, health, education, water, local government, insurance, justice, treasury and superannuation. Such a broad portfolio allows our people to gain unrivalled audit experience working throughout Melbourne and regional Victoria.

We are focused on delivering next generation audit solutions underpinned bydata analytics, machine learning and artificial intelligence.

We are collegiate, encourage innovation, and are committed to knowledge transfer and communication. There are two audit portfolios within VAGO: Performance Audit and Financial Audit. The audit support function is split into the Office of the Auditor-General and Corporate Services.

## ABOUT Data analytics

Our Data Analytics team consists of motivated professionals with a diverse range of skills and experience. You will be part of a supportive team committed to professional excellence that will help you build skills to advance your career.

Our clients are responsible for providing public services to more than six million people across Victoria using public assets worth more than $400 billion, and a combined annual turnover of more than $85 billion.

The Data Analytics team is responsible for developing sophisticated data analytics outputs that empower auditors to use data analytics in more innovative and effective ways. The outputs produced enable auditors to go beyond the numbers and look at the efficient and effective use of public resources.

Our independent audit role gives us exclusive access to our clients. Our audits give you the unique opportunity to learn about public sector operations, major capital projects and new initiatives. Your work will make a difference and improve the delivery of services to the Victorian community.

## What You Will Do

Graduates at VAGO are enthusiastic, collaborative employees who are motivated by the challenge of promoting continuous improvement in the Victorian public sector. They directly contribute to the delivery of audits and business improvement projects within an allocated business area.

Graduates work alongside highly skilled professionals in an innovative work environment. They undertake a comprehensive graduate training program in their first year which includes rotation through the Information Systems Audit Team, Financial Reporting Advisory and a Financial Audit team. This provides a solid foundation to build a successful career in either IT or Financial Audit. Upon successful completion of their first year of training, Graduates progress to a Technical Analyst or Auditor position within the organisation and continue to work with skilled professionals as a team member.

Graduates are also supported to commence either a Certified Practising Accountant (CPA) or Chartered Accountant (CA) accreditation, via coursework support, access to study leave and reimbursement of fees for subjects that are passed.

##### Key Responsibilities

* ***Technical***
* Assist the Audit Quality, Financial Reporting Advisory, Information Systems Audit and Data Analytics teams deliver their work programs as required
* On allocated audits, conduct audit procedures and testing, and deliver quality work within agreed budgets and timeframes
* Demonstrate an understanding of auditing standards, as well as VAGO specific guidelines, audit methodology and processes relevant to audit work undertaken
* Use technology tools to produce insights and other analysis in support of financial statement audits and performance audits
* ***Relationship Management*** Establish and maintain positive relationships with internal and external stakeholders
* ***Operations***
* Exercise judgment in identifying and reporting basic audit related issues using established audit procedures and conduct testing as directed
* ***Analyse*** Undertake research and complete fundamental analysis activities for technical and financial audit teams
* ***Record Keeping*** Maintain records and content in VAGO’s key auditing systems (e.g. AmP, IPSAM).
* **Innovation** Contribute to continuous improvement by proactively and creatively participating in technical audit related projects and activities
* ***Behaviour*** Promote and model the established VAGO values set by working respectfully and collaboratively as part of multi-disciplinary teams
* ***Learning and Development***Actively pursue learning and development opportunities that align with organisational goals. This includes passing applicable CPA/CA coursework and technical training sessions
* ***Compliance*** Meet corporate governance requirements by ensuring work is delivered in accordance with legislative and policy requirements

## who you are

#### Qualifications and experience

* Tertiary qualifications in Finance, Accounting, Business, Economics or Mathematics
* Additional tertiary qualifications and/or a Major in Information Technology or a related field

#### Operational effectiveness

* Effectively communicates, providing clear and accurate explanations.
* Uses initiative and sound judgement when undertaking assigned work and identifying potential issues.
* Confidently applies rules and established methodology to practical situations.
* Demonstrates innovative thinking and actively embraces change.
* Promotes a culture of inquiry by sharing learning and knowledge.
* Uses an adaptive and professional approach when establishing and maintaining relationships.

#### A people focused approach

* Fosters a sense of common purpose within a team.
* Models collegiate, resilient and flexible work behaviours.
* Demonstrates a commitment to continuous professional development.

The role is based at 35 Collins Street, Melbourne. Travel to various work locations throughout Victoria is required and a current full Victorian Car Drivers Licence is desirable. VAGO employees are required to comply with public sector requirements for ethical conduct, conflict of interest, Occupational Health & Safety, Diversity in the Workplace, the Human Rights Charter and Equal Opportunity principles. All VAGO employees are required to undergo a criminal records and qualifications check prior to or on commencement.