

## Position details

Title:	Graduate	Business areas:	Financial Audit
Remuneration level:	VPSG 2.2	Hours per week:	38 hours
Appointment type:	<i>To be determined before each recruitment exercise (Consult Resource Plan)</i>	Length of contract:	<i>To be determined before each recruitment exercise (Note: N/A if ongoing position)</i>
Reports to:	Director, Financial Audit		

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## About VAGO

Our vision:	To be a catalyst for continuous improvement in the accountability and performance of the public sector.
Our purpose:	To provide independent assurance to Parliament.
Living the values at VAGO:	Integrity; Personal accountability; Teamwork; Learning; Outcome focused

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 across a diverse range of portfolios including infrastructure, health, education, water, local government, insurance, justice, treasury and superannuation. Such a diverse portfolio allows our people to gain unrivalled audit experience working throughout Melbourne and regional Victoria. We are collegiate, encourage innovation, and are committed to knowledge transfer and communication. There are five portfolios within VAGO, working together to deliver on the Auditor-General's mandate: Performance Audit; Financial Audit; Technical Audit Services; Corporate Services; and Office of the Auditor-General.

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## About the role

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 have the opportunity to work alongside highly skilled professionals in an innovative work environment. They undertake a comprehensive graduate training program in their first year, which provides a solid foundation to build a successful career in audit. Upon successful completion of their first year of training, Graduates progress to an 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

In the **operations** of your assigned team, you will:

- Assist with the conduct of audits and deliver quality work within agreed budgets and timeframes.
- Establish and maintain positive relationships with internal and external stakeholders.
- Exercise judgement in identifying and reporting basic potential audit issues.
- Demonstrate an understanding of auditing standards and guidelines, audit methodology and processes.
- Maintain records and content in VAGO's key systems (e.g. AmP, IPSAM).
- Contribute to continuous improvement by participating in audit meetings/debriefs and sharing lessons learned.

- Contribute to the development and implementation of business improvement projects as required.

In contributing to a collegiate and **people-centred** organisation, you will

- Support other employees by working collaboratively as a member of a multi-disciplinary team.
  - Actively pursue learning and development opportunities that align with VAGO's goals. This includes passing applicable CPA/CA coursework and FA technical training sessions.
  - Contribute to the integrity, credibility and independence of the office by modelling the **VAGO values**.
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## Key selection criteria

### Qualifications and experience

- Have tertiary qualifications in Accounting, Commerce, Business, Finance or a related field.

To be successful in this role, you must be able to demonstrate the following:

### 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.
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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 check.