



# Candidate information pack

Assistant Auditor-General, Financial Audits  
Executive Level 1.4 (Position E212)

ACT Audit Office

**Reference No: 1039**

**Close date: 11.59pm AEDT Monday 9 March 2026**

Unit 120B, Mode 3 Building  
24 Lonsdale Street, Braddon ACT 2612  
PO Box 5125, Braddon ACT 2612  
T 02 6232 2200 • F 02 6232 2222  
E [admin@execintell.com.au](mailto:admin@execintell.com.au)

# Assistant Auditor-General, Financial Audits, ACT Audit Office

## Position description

### Position Overview

<b>Reports to:</b>	Auditor-General	<b>Staff:</b>	5 direct reports, and responsibility for over 29 staff
<b>Location:</b>	Canberra, ACT	<b>Employment Type:</b>	Full-time
<b>Work Arrangement:</b>	Hybrid – Office (two days) and working from home options (three days)	<b>Security Clearance:</b>	NV1 National Security Clearance

### The ACT Audit Office

<b>Vision:</b>	An accountable and highly performing ACT Public Sector
<b>Role:</b>	To provide an independent view to the ACT Legislative Assembly and the community on the accountability, efficiency and effectiveness of the ACT Public Sector
<b>Values:</b>	Independence, Integrity, Professionalism, Respect, Learning and Innovation

The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly. The ACT Audit Office (Audit Office) supports the Auditor-General in carrying out the functions of promoting public accountability in the public administration of the ACT.

The Audit Office conducts independent financial and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

The Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff wellbeing with the needs of the Office.

Further information about the Audit Office can be found from the following website links:

[Home - ACT Audit Office;](#)

[Strategic plan - ACT Audit Office;](#)

[Audit Office Annual Report 2024-25;](#) and

[2024-25 Financial Audit Program – Overall Results - ACT Audit Office.](#)

### About the Role

The Assistant Auditor-General, Financial Audits will provide overall direction and leadership for the conduct of financial audits by the Audit Office.

### Duties and Responsibilities

#### Primary responsibilities

- The Assistant Auditor-General, Financial Audits will report to the Auditor-General and will be a key member of the Audit Office Executive Team.
- The Assistant Auditor-General, Financial Audits is responsible for:
  - achieving planned outcomes as set out in the Audit Office's Strategic Plan and delivering Financial Audit Branch outcomes;

- completion of the financial audit program including limited assurance report engagements on statements of performance in accordance with relevant Auditing Standards and within required timeframes;
- demonstrating leadership and modelling integrity by applying sound judgement and ethics and providing frank and fearless advice in meeting responsibilities as a key member of the Audit Office Executive Team; and
- building strong relationships and collaborating effectively by representing the Audit Office to the ACT Legislative Assembly and its Committees, public sector agencies, and other stakeholders and, interacting with staff in a fair and professional manner having regard to Audit Office values.

### **Executive Capabilities**

The executive capabilities that apply to the Assistant Auditor-General, Financial Audits are

- Leads and values people
  - Motivates and develops people
  - Values diversity and respects individuals
  - Builds a culture of improving practice
- Shapes strategic thinking
  - Inspires a sense of purpose and direction
  - Encourages innovation and engages with risk
  - Thinks broadly and develops solutions
- Achieves results with integrity
  - Develops organisation capability to deliver results
  - Manages resources wisely and with probity
  - Progresses evidence-based policies and procedures
  - Shows sound judgement, is responsive and ethical
- Fosters collaboration, while maintaining the external independence of the Audit Office
  - Listens and communicates with influence
  - Engages effectively across the Audit Office and ACT Public Service
  - Builds and maintains key professional relationships
- Exemplifies citizen, community and service focus
  - Understands, anticipates and evaluates stakeholder needs
  - Creates partnerships and co-operation
  - Works to improve outcomes

## Relevant experience

The Assistant Auditor-General, Financial Audits will have a relevant professional background which includes tertiary qualifications in accounting and professional memberships, extensive experience in financial auditing and management of financial audit teams across a diverse portfolio of agencies.

The Assistant Auditor-General, Financial Audits must be able to demonstrate strong analytical, human resource management, communication and project delivery skills.

The suitable candidate will have an employment record characterised by:

- leadership and integrity;
- strategic vision;
- management acumen;
- ability to work under pressure and provide robust advice;
- delivering quality work on time and within budget; and
- organisational astuteness.

## Qualifications

Relevant tertiary qualifications in accounting and professional memberships are essential.

## Position of Trust

All employees are required to undergo employment screening.

This position is a *Position of Trust 1* and requires Negative Vetting Level 1 (NV1) National Security Clearance. The successful candidate will be required to gain and maintain a NV1 National Security Clearance. If a security clearance is not successful, employment in the role will not commence or, if already commenced, will be terminated.

## Eligibility

In this role you will be expected to meet the requirements of a public employee under section 9 of the *Public Sector Management Act 1994*.

To be employed by the ACT Government applicants must be Australia citizens or have permanent residency status pending the granting of Australian citizenship.

This role is a position of trust and the appointee may be subject to a security clearance and / or a police records check.

The preferred appointee will also be required to complete a declaration of private interests and a declaration of any conflict of interest upon appointment, then every 12 months or whenever private interest circumstances change.

## Flexible Working Arrangements

The ACTPS is committed to providing employees with a work/life balance through flexible working arrangements that recognise personal, family or other commitments of employees. In supporting flexible working arrangements, the ACTPS will ensure that its business requirements to deliver services to the Canberra community will be maintained.

## Diversity

People with a disability, women, Australians from culturally and linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people have an equal opportunity for appointment to this position. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of these groups.

## Remuneration

The ACT Remuneration Tribunal (Tribunal) determines the remuneration for Executives. The Tribunal reviews Executive remuneration annually, with determinations ordinarily coming into force on 1 July each year. The determinations are available at [Determinations - ACT Remuneration Tribunal](#).

The Assistant Auditor-General, Financial Audits position is classified at the Executive Level 1.4 in the ACT Public Service.

The successful applicant will be engaged under a performance-based contract for a period of up to five years, which includes a total remuneration package of \$254,964 per annum (as at 1 July 2025). The package includes a privately plated vehicle; employer's contribution to superannuation; and other benefits, such as an allotted car park space. Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

A relocation allowance is available to assist successful applicants to relocate from a residence outside the ACT to Canberra. It is not expected that the allowance will necessarily cover all relocation costs.

Further information on ACTPS Executive Employment Conditions is available at [ACTPS Executive Employment Conditions - ACTPS Employment Portal](#).

## Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words) drawing out why you are interested in the role, what you offer to the Audit Office, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application, we suggest you take account of the following:

### Job specific criteria

1. Demonstrated ability to lead and value people by motivating and developing a team, fostering diversity and respect and building a culture of continuous improvement, while providing effective leadership, guidance and coaching to audit teams to achieve planned results aligned with the Audit Office Strategic Plan and deliver the related financial audit branch outcomes.
2. Extensive experience in overseeing the successful completion of a challenging and varied program of high profile and complex financial audits and managing strategic risk in the setting of financial audit fees.
3. Demonstrated ability to shape strategic thinking by inspiring a sense of purpose and direction, encouraging innovation and engaging with risk, and thinking broadly to develop solutions, while providing effective support to the Auditor-General in leading the Audit Office. This includes delivering sound, frank and fearless advice and representing the Audit Office effectively in ACT Legislative Assembly briefings and hearings.
4. Demonstrated high level interpersonal and communication skills, and proven ability to establish and maintain effective communication and working relationship with a range of auditees, key stakeholders and Audit Office staff.
5. Proven ability to develop and present high quality advice by researching and preparing complex reports, in plain English, which consider the organisation's context in the making of recommendations.
6. Demonstrated high quality human resource management practices including effective management of performance, employment equity, anti-discrimination, occupational health and safety and ethical behaviour.

In addition to submitting your CV and a statement of claims ('pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

## About Executive Intelligence Group

**Executive Intelligence Group** is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation on the EIG website, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200. **Please note, while EIG does use LinkedIn, this is not a channel we use regularly for responding to enquiries regarding roles we have advertised.**

**Applications must be submitted through the Executive Intelligence Group website.**

## How to apply

**Executive Intelligence Group** accepts applications via our website.

When you apply, your details will be saved in your personal, confidential account. Should you apply for any future roles through us, you will not have to re-enter this information. If at any time your personal details change you can update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

### Reasonable adjustments

**Executive Intelligence Group** is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Manager: Catherine Jennings on 02 6232 2200 for a confidential discussion.

### Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with **Executive Intelligence Group**.
- You will be required to include the details your statement of claims / pitch directly into the online application form. You do not need to upload your statement of claims / pitch as a separate document / file. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed.
- Please have your current CV ready to upload in a single document. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once your application is submitted you will not be able to make any changes;
- Once you have submitted your application, you will receive an automated email. In the event that you do not receive an automated email confirming your application has been submitted please ensure you contact us as there may be an issue with your application lodgement;

- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to [admin@execintell.com.au](mailto:admin@execintell.com.au) to let us know. You are unable to withdraw your application directly from the website.

**We can be contacted on 02 6232 2200 or [admin@execintell.com.au](mailto:admin@execintell.com.au).**

Please note: our office hours are Monday – Friday between 9.00am and 5.00pm. If you have any queries on the advertised position/s or how to apply, please contact us during these times and before applications close.

#### **How to apply online:**

7. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
8. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
9. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
10. Read the information about applying and press 'Start';
11. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
12. From here you will be guided through an online application form;
13. At the end of the form you will be prompted upload your CV. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your CV in PDF format, we are also able to accept documents in Word format.
14. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
15. Submit your application; and
16. You will receive an automatic email with a copy of your application.