



POSITION DESCRIPTION INTERNAL AUDIT OFFICER

OVERVIEW

PROGRAM: Finance Division

POSITION REPORTS TO: Chief Financial Officer

ORGANISATION CONTEXT:

Vision

Aboriginal Housing Victoria's (AHV) vision is to ensure that Aboriginal^[1] Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

AHV is the first Aboriginal housing agency to be registered as a Housing Provider in Victoria and it is also the largest. Our tenants are assured of access to an Aboriginal landlord and personalised and culturally sensitive services for Aboriginal people that help to maintain and strengthen Aboriginal communities and cultural ties.

AHV provides housing to approximately 4,000 low income Aboriginal Victorians in over 1,550 properties, representing around 8% of the Victorian Aboriginal population. AHV manages tenancies across metropolitan and regional Victoria – Barwon (147), Loddon Mallee (310), Gippsland (244), Hume (197), Grampians (121) and the Northern (185) and Southern (167), Eastern (43) and Western (144) Melbourne metropolitan areas.

In 2016, the Victorian Government formally announced the transfer of title of 1,448 properties that were previously managed by AHV, on behalf of the Director of Housing. The transfers occurred in three tranches over the following two year period. The final tranche of properties in Grampians, Barwon and Gippsland regions were transferred on 1 July 2018. The transfer of title of these properties to AHV, valued at approximately \$500 million is the largest to any community agency in Victoria. As the single largest financial commitment to Aboriginal Affairs in Victoria's history, it represents one of the most significant acts of self-determination in this State. Title transfer represents significant progress toward achievement of the original ambition of AHV's founding Elders, to achieve self-determination and provide culturally responsive housing services.

Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non Aboriginal community.

Respect and support for Aboriginal identity and culture and for our tenants and stakeholders

^[1] Throughout this position description "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people.

Striving for excellence through leadership in Aboriginal housing and best practice service delivery

Integrity, trust and honesty in all our business activities

Collaborative relationships with our community, tenants, government and stakeholders

Kindness, compassion courtesy and dignity in our relationships with our clients, our stakeholders and with each other

In early 2017 AHV became accredited as a workplace taking active steps to stop men's violence against women under the White Ribbon Workplace Accreditation Program and has a zero tolerance approach to violence.

AHV is also committed to promoting and protecting the interests and safety of children.

PROGRAM INFORMATION:

The Finance team supports AHV in its contribution to the self determination and self management of the Victorian Aboriginal Community by ensuring that the organisation is able to meet its key financial objectives by maintaining the highest quality risk management, accounting and financial practices.

PURPOSE OF THE POSITION:

Reporting to the Chief Financial Officer the Internal Audit Officer is responsible for the performance of the following duties and functions.

KEY RESPONSIBILITIES

- Leading the planning, executing and preparation of audit reports
- Evaluating company's compliance environment, including assessing and identifying control weaknesses in systems, policies and procedures and recommending improvements to strengthen control measures across all activities.
- Prepare special reports to the Board and/or sub committees as requested on specific areas to be reviewed and to provide reasonable assurances for compliance and mitigation of risks
- Undertake systems and operational reviews on a regular basis
- Maintain, develop and improve internal controls and review existing policies, procedures and practices to ensure all operational activities are adequately aligned with such policies.
- Produce accurate and timely reports on all audit assignments
- Evaluate and report on operational risk management issues
- Anticipate emerging issues and make recommendations to mitigate such risks
- Provide relevant information and assistance to external auditors during the interim and financial year end audit
- Participate and assist in maintaining the highest quality accounting and financial practices by reviewing and updating relevant financial and accounting policies and procedural manuals on a regular basis.
- Embrace the concept of team work at all times.
- Ensure integrity of data and information produced directly or indirectly through SDM at all times and review all accounting and financial information produced by SDM on a regular basis.
- Carry out other tasks as assigned by the CFO from time to time including new responsibilities and changes to above tasks.
- Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions

QUALIFICATIONS AND LICENSES

- Nil

KEY SELECTION CRITERIA

1. Minimum 3 years' experience in internal and/or external audit including developing audit plans
2. Excellent technical knowledge and understanding of Australian Accounting Standards
3. Demonstrated experience, knowledge and skills in planning and executing internal audits and in preparation of internal audit reports.
4. Sound knowledge of accounting policy, practice and statutory requirements; ability to analyze and report on standard statutory accounts.
5. Good presentation, communication, negotiation and interpersonal skills, with the ability to successfully communicate and liaise with people at all levels.
6. Demonstrated ability to meet deadlines and resolve complex issues.
7. Demonstrated capacity to apply absolute discretion when dealing with confidential information.
8. Demonstrated capacity to work both independently and as part of a team.
9. Proven experience with PC based integrated accounting software and strong computing skills including Microsoft Office suite in particular a very good knowledge of Word and Excel.
10. Excellent analytical and organisational skills
11. Awareness and appreciation of Australian Indigenous societies and cultures and an understanding of the issues affecting Indigenous people in contemporary Australia and the diversity of circumstances of Indigenous people.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment
- AHV is an equal opportunity workplace
- AHV promotes a smoke free workplace
- A current National Police records check and relevant valid state Working With Children Check are required
- Attend mandatory and other training as required