

JOB DESCRIPTION

Current as at: 25/2/2015

INTERNAL FINANCIAL AUDITOR YMCA ADMINISTRATION	
POSITION LEVEL	Internal Auditor, Award Free
REPORTS TO	Board of Directors and Management Committee
SUPERVISES	Nil
PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To perform audit work as requested by Senior Management or the Board of Directors including ensuring that: <ol style="list-style-type: none"> i. Branch audits are performed as per the existing audit program and periodic audits are performed at all branches on a rotational basis ii. Internal audit work will include following – <ul style="list-style-type: none"> - Receipts, revenue and banking - Petty cash - Debtors - Enrolments and attendance levels 2. To report to the Board of Directors on opportunities to improve the effectiveness and efficiency of the Internal Audit function, including the development and implementation of future risk based Internal Audit strategies and plans that will provide reasonable assurance that: <ol style="list-style-type: none"> i. Accounting systems are functioning effectively and in accordance with approved policies and procedures ii. The framework of internal financial controls is adequate and operating effectively iii. To the extent possible, guard against fraud and unethical practices 3. To track audit recommendations to ensure follow up and the satisfactory implementation of agreed recommendations. 4. To liaise with YMCA's External Auditor on Internal Audit reliance matters. 5. Maintain the work environment so as to minimise risk to both customers and staff. 6. Report identifiable risk so that immediate action can be taken. 7. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document. 8. Maintain confidentiality of all YMCA information, records and files 9. To maintain the Quality System and report any deviations from the intended system 10. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual". 11. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy. 12. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care 13. Any other duties as determined by the Chief Executive Officer from time to time.
KNOWLEDGE AND EXPERIENCE	<ol style="list-style-type: none"> 1. Understanding of financial recording systems 2. Knowledge of YMCA of Brisbane and Y-Care policies and procedures an advantage 3. Professional qualifications to a CPA/ACA level
REQUIREMENTS	<ol style="list-style-type: none"> 1. Achievement of YMCA's Safeguarding Children Training Certificate. 2. Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000 3. A current driver's license and private vehicle 4. 5 years' experience in a similar role

Authorised By: _____