

Team Lead - Internal Controls, Risk, Corporate Governance

Business Group:	Audit Assurance and Advisory (AAA)	Salary Range:	Negotiable
Reports to:	AAA Partners	Direct Reports:	N/A

Purpose

Reporting to the relevant Audit Assurance and Advisory (AAA) Partners, and taking instruction from the teams Directors, Managers, and Advisors this position will have specific focus on risk, corporate governance, and internal controls, and will work with the rest of the team to ensure the smooth operation of the Audit Assurance and Advisory division.

This position has team mentoring and indirect supervisory responsibilities.

Key Responsibilities

Overall

Manage projects from planning to completion; including, but not limited to:

- Provide high-quality services and advice to clients by delivering tailored solutions.
- Work collaboratively with a range of organisations including government agencies, not-for-profit entities and charities, businesses, and listed companies.
- Interact with and manage a wide range of clients including senior managers.
- Performing projects within budget constraints and scope
- Seek to proactively understand the context and environment of clients and apply that to identifying risks or audit issues and suggest possible solutions or improvements to clients.
- Identify the key risks of key assignments / projects and focus the approach to mitigate those risks.
- Prepare tender documents and critically review own work.
- Thoroughly checking findings and presenting findings to clients in ways that suit their needs.
- Provide regular reports to clients on the status of client projects and identify critical issues to relevant Partner / Director / Manager / Advisor
- Effectively and appropriately delegate work taking into consideration the growth and training of total audit team.
- Effectively manage work schedule and the schedules of staff allocated to you in the audit plan.

Personal and team development

- In conjunction with Partners, Directors, Managers, and Advisors you will have leadership opportunities for mentoring staff within the AAA team, specifically:
 - train Graduates in relation to the Firm's approach to internal controls, risk and governance and provide recommendations of specific training needs of these staff.
 - transfer knowledge to staff members within the Business Group.
- Set future work goals, actively participating in the annual performance reviews process, incorporating the requirements as set out in the WLF People Development Framework
- Proactively engage with management on own training needs.

Experience and qualifications

- Working towards an Accounting qualification (CA or CPA) with a minimum of 3 years of relevant work experience (desirable but not essential)
- Demonstrated experience working autonomously and also within a team setting
- Experience in leading assignments and projects at a senior level
- Strong understanding of risk management and governance concepts.
- Well-developed computer skills including strong application of Microsoft Office 365 suite of products, particularly MS Excel;
- Work rights in Australia or be eligible for such.

Qualities and Attributes in line with our People Development Framework (PDF):

- **Leadership** – shows responsibility for a good team culture and morale and contributes to team mentoring.
- **Relationships** – demonstrates effective client relationships and management skills. Supports team members in producing high quality outputs. Positively engages with colleagues across the firm.
- **Communication** – displays an open, honest, and personable manner showing respect for clients and colleagues. Can demonstrate how conclusions and decisions are reached in day-to-day work. Can lead discussions and display confidence in team and client meetings.
- **Personal** – takes an active role and involvement in learning opportunities and is committed to high quality work outputs.
- **Technical** – can apply industry knowledge to develop and deliver best practice processes. Can display an understanding of the industry our clients work within and develop solutions to meet their needs.
- **Business development** – is working towards building internal and external networks and is involved in developing the team's outputs for existing and prospective clients.