Sydney WATER

Job Profile

Internal Auditor

Group: People & Governance

Job Summary

To be completed by People and Culture team			
Job Family	Legal & Governance	**Career Stage**	D
Job Function	Audit	**Career Stream**	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	EA 12	**Last Modified Date**	2/07/2026
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	**Team Size**	0
People Leader	No	**Indirect Team Size**	0

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

Support the delivery of Sydney Water's Internal Audit Plan by assisting the Chief Audit Executive and Internal Audit Leads throughout the audit lifecycle. The role is responsible for coordinating audit activities, gathering and analysing information, preparing audit documentation, maintaining audit records and systems, tracking management actions, and supporting reporting requirements to enable the efficient operation of the Internal Audit function.

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Accountabilities

Job Specific	• Support Internal Audit Leads and the Chief Audit Executive with the planning, execution and reporting of audits, assurance and advisory reviews. • Coordinate audit logistics including meetings, interviews, document requests and stakeholder engagement activities. • Collect, collate and maintain audit evidence, business documentation and supporting materials. • Assist in preparing Terms of Reference, risk and control matrices, audit programs, presentations and draft audit reports. • Conduct analysis of audit information, data and documentation to support audit fieldwork activities. • Maintain accurate audit workpapers and records in accordance with Internal Audit methodology and standards. • Ensure audit documentation is complete, organised and stored appropriately within Internal Audit systems. • Prepare audit status updates and support reporting to management and governance forums. • Assist Internal Audit Leads and the Chief Audit Executive to monitor audit timelines, milestones and deliverables. • Support the delivery and coordination of entry meetings, exit meetings and stakeholder workshops. • Assist in assessing and identifying where data analytics can be incorporated for assigned audits. • Assist with extracting, validating and analysing data to support audit reviews. • Support the preparation of data analytics and reporting outputs for assigned audits. • Maintain audit records, registers and information repositories to ensure accuracy and accessibility. • Assist in coordinating activities with co-source providers. • Facilitate the exchange of information and documentation between business stakeholders and co-source auditors. • Monitor progress of assigned co-source audits and escalate risks or delays where required. • Maintain management action registers within relevant audit systems. • Coordinate action follow-up activities and obtain status updates from action owners. • Perform verification activities by collecting sufficient and appropriate evidence to verify actions have been addressed in line with the audit finding before closure. • Ensure sufficient and appropriate evidence is obtained and filed for review by the Internal Audit Leads and/or the Chief Audit Executive. • Support the Internal Audit Leads prepare action status reporting and assist with monitoring upcoming and overdue actions. This includes escalation of actions becoming overdue and any risks or delays. • Assist with the administration and coordination of the Annual Internal Audit Planning process. • Support the maintenance of the Audit Universe and audit planning documentation. • Contribute to continuous improvement initiatives, quality assurance activities and process enhancements within the Internal Audit function. • Assist with preparation of Audit & Risk Committee papers, dashboards and management reports. • Use of audit software such as SQL and ACL, or another audit software as required.

	• Work collaboratively and respectfully as part of the Internal Audit team and with co-source providers. • Build effective and respectful working relationships with stakeholders across Sydney Water. • Maintain professionalism, integrity, objectivity and confidentiality in all audit activities. • Demonstrate a commitment to safety and comply with Sydney Water's safety policies, procedures and responsibilities. • Contribute ideas and opportunities to improve audit processes, systems and reporting.

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Role Requirements

Education / Qualifications

Required	• Degree qualification in Accounting, Commerce, Risk, Business, Governance or a related discipline.
Desired	• Working towards or willing to undertake a professional qualification such as CA, CPA or CIA.

Certifications / Licences

Required	
Desired	

Experience

Required	• 2–5 years' experience in internal audit, external audit, risk, compliance, governance or a related discipline. • Experience gathering, analysing and documenting information. • Strong organisational and administrative skills with the ability to manage multiple priorities. • Experience preparing reports, presentations and documentation. • Strong communication and stakeholder engagement skills. • High attention to detail and commitment to quality outcomes.
Desired	• Experience supporting audit engagements. • Experience with audit management systems. • Exposure to data analysis and reporting tools. • Experience in a large, complex or regulated environment.

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Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (C-E)	
Capability	**Descriptor**
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.

Functional Skills

Skill	Priority	Essential or Desirable	Proficiency level
Internal Auditing	1	Essential	Intermediate
Project Management	2	Essential	Intermediate
Stakeholder Management	3	Essential	Intermediate
Critical Thinking	4	Essential	Intermediate
Report Writing	5	Essential	Intermediate
Influencing Skills	6	Essential	Intermediate
Presentations	7	Essential	Intermediate
Interpersonal Communications	8	Essential	Advanced
Data Synthesis	9	Desirable	Intermediate
Business Acumen	10	Desirable	Intermediate

Proficiency Level Descriptors

Developing - Building practical experience, needs continued coaching.

Intermediate - Independent execution, minimal guidance**.**

Advanced - Fully independent execution, coaches' others.

Mastery - Strategic, sought as expert internally and externally.

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the Acceptable Use of Information Technology Policy and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.