



Crown Position Description

Position Number		Department	<i>Crown Resorts Finance</i>
Position Title	<i>Group General Manager – Internal Audit</i>	Location	<i>Melbourne based + travel to all other locations</i>
Reports To (role)	<i>Chief Financial Officer – Crown Resorts</i>	Last Modified	<i>18/12/20</i>
Number of Direct Reports	6	Number of Indirect Reports	0
Licences Required	<i>Yes (M,P and S)</i>	Role Breadth	<i>Organisation wide</i>

Position Purpose

The primary purpose of this role is the development and implementation of Crown's Internal Audit strategy, the management and reporting of Internal Audit activities to the Board and Executive management, and the identification of critical risk exposures and control and / or efficiency improvements, ensuring critical risk exposures are adequately managed, and Crown's assets and resources appropriately utilised.

Key Result Areas

Key Position Accountabilities	% of Role	Key Activities and Tasks	Outputs Measures
<i>Internal Audit</i>	60%	<ul style="list-style-type: none"> Develop and implement Crown's Internal Audit strategy. Report Internal Audit activities to Crown's Board and Executive management. Prepare and manage the annual Internal Audit Plan Manage completion of strategic, operational, compliance audits and reporting of audit findings and recommendations to Executive and department management. Liaise with Executive and department management regarding audit findings and recommendations. Monitor implementation of agreed actions. Engage with Executive and department management on all related Internal Audit matters to drive the value and results of Internal Audit and assist in the identification of audits to be conducted. 	<ul style="list-style-type: none"> Board reports. Annual Internal Audit Plan Timeliness and accuracy of reports. Liaise with Executive and department management on internal control and / or efficiency improvements.

<i>Special Projects</i>	20%	<ul style="list-style-type: none"> Undertake and / or participate in special projects as directed by Executive management. Provide Internal Audit support to Crown's Board and Executive management as required. Provide advice and direction to management and staff on all issues pertaining to Internal Audit. 	<ul style="list-style-type: none"> Board reports. Timeliness and accuracy of reports. Liaise with Crown's Executive and department management.
<i>Training and Coaching</i>	15%	<ul style="list-style-type: none"> Maintain technical knowledge. Maintain Industry knowledge Coach and mentor direct and indirect reports in respect of Internal Audit knowledge. 	<ul style="list-style-type: none"> Attend and deliver external / internal training courses. Liaise with Executive and department management and staff. Deliver presentations / training to direct and indirect reports and internal stakeholders to expand their knowledge Timeliness and accuracy of guidance to direct and indirect reports
<i>Health & Safety</i>	5%	<ul style="list-style-type: none"> Provide and maintain a work environment for all employees, contractors and visitors that is safe and without risk to health. Lead by example and support a positive health and safety culture at Crown Ensure adequate budget and resources are available for health & safety purposes Ensure all audit outcomes are reviewed and any non-conformances and improvement opportunities are actioned. Include safety performance as part of employee performance appraisals Monitor Departmental Business Unit Health & Safety Plan Make arrangements to ensure appropriate monitoring is conducted that unsafe actions and unsafe conditions are identified. Monitor and analyse business unit health & safety 	<ul style="list-style-type: none"> Business planning reflecting H&S considerations Audit results

Qualifications and Experience

<i>Qualifications</i>	Relevant higher education degree
<i>Experience</i>	Extensive experience in a similar role or via top tier Chartered Accounting firm

Skills and Knowledge

Skill or Knowledge Area	Proficiency Required	Why is this required
<i>Technical Knowledge</i>	Advanced	This role is a key technical resource and subject matter expert that provides advice and guidance to Board and Executive Management

		on Risk Management and Internal Audit strategy and implementation and ongoing monitoring.
<i>Negotiation and Influence</i>	Advanced	In providing advice to Executive and department management the incumbent will at times be required to negotiate and convince the above to recognise a particular situation or access knowledge.
<i>Communication</i>	Advanced	The role requires multiple level reporting to Board, Executive and department management. Accordingly, strong written and verbal communication and influencing skills are required.
<i>Analysis</i>	Intermediate	Analysis of key functions and processes is regularly required for the utilisation of technical knowledge, and determination of appropriate action.
<i>Project Management</i>	Intermediate	This role will manage small scale projects or may contribute to larger projects that will require an understanding of how projects are organised and function
<i>Microsoft Office</i>	Intermediate	This role will often be creating documents and presentations in Microsoft Office
<i>Coaching</i>	Intermediate	This role requires coaching of direct and indirect reports in technical knowledge and techniques, as required

Key Relationships/Interactions

Role	Internal/External	Frequency	Purpose/Nature of Contact
<i>Boards/Audit Committees</i>	Internal	4 times per annum and as required	To report Internal Audit activities, and to receive feedback / direction in respect of the above
<i>Chief Financial Officer Crown Resorts</i>	Internal	Daily	To receive tasks, feedback, direction and / or authorisation in respect of Internal Audit activities undertaken or proposed
<i>Executive and Department Management</i>	Internal	Daily	To provide advice, recommendations and direction in respect of Internal Audit including identification and assessment of company wide critical risk exposures, presentation of audit findings and recommendations, status of agreed actions
<i>External Regulator</i>	External	As Required	To report and / or discuss Internal Audit activities and issues
<i>External Advisors</i>	External	As Required	To discuss Internal Audit activities and issues with auditors and external stakeholders

Decision Making and Advice

<i>Decisions this role makes alone</i>	<ul style="list-style-type: none"> • Prioritisation of own day to day and weekly tasks, direct reports (and where applicable indirect reports) day to day and weekly tasks • Content of advice on day to day and short to medium term issues to department management • Coaching and training of direct and indirect reports • Content and format of audit reports to department management
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	<ul style="list-style-type: none"> • Planning of Internal Audit activities
<i>Decisions this role makes under guidance</i>	<ul style="list-style-type: none"> • Content of advice to business / audit reports on issues of a longer term or serious nature or that will have a significant strategic process or budgetary impact • Content and format of Board and Executive management reports
<i>Advice/Recommendations this role provides</i>	<ul style="list-style-type: none"> • Advice to business on Internal Audit technical issues • Internal control and / or efficiency improvements • Commentary on performance of direct and indirect report performance
<i>Decisions this role escalates</i>	<ul style="list-style-type: none"> • Content of advice to business / audit reports on issues of a longer term or serious nature or that will have a significant strategic, process or budgetary impact • Issues requiring specialist or senior management input • Changes to Internal Audit Strategy • Content and format of Board and Executive management reports

Financial Impact and Accountability

<i>Direct Financial Accountability</i>	<ul style="list-style-type: none"> • Maintain costs within budget allocation
<i>Indirect Financial Influence</i>	<ul style="list-style-type: none"> • Identify and report company direct / indirect cost savings, financial loss and / or inefficiencies, revenue opportunities

Other Information

Key to this role is technical knowledge, communication, negotiation and influencing skills
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Organisational Chart

