



Information Sheet

Diocesan Internal Auditor | Office of the Bishop

This document provides essential information and outlines the expectations for submitting an application. To be considered, your submission must clearly demonstrate your interest and suitability for the role.

Your application should include the following components:

1. Covering Letter:
 - State the specific role for which you are submitting an application.
 - Briefly outline your motivation and why you are interested in this opportunity.
 - Confirm that you meet the minimum eligibility criteria (if applicable).
 - Provide an overview of your experience, qualifications, and skills relevant to the requirements of the role.
 - Highlight any specific achievements or projects that demonstrate your capability.
2. Current Curriculum Vitae (CV) / Resume:
 - An up-to-date document detailing your professional history and education.

Submission Guidelines

- **Format:** All documents must be consolidated into a single PDF file.
- **Naming Convention:** The PDF file must be named using the following format:
 - **Application_[Name of Role]_[Full Name]_[Date of Submission YYYYMMDD].**
 - *Example: Application_Internal Auditor 00B_Jane Doe_20260720.pdf*
- **Submission Method:** Applications must be submitted electronically via email to recruitment@dow.org.au.
- **Email Subject Line:** The email subject line must clearly state: Application Submission - [Your Full Name]

Key Dates

Submission Deadline

Sunday 9 August 2026 11:59pm

MOST REV BRIAN G MASCORD DD
BISHOP OF WOLLONGONG

Xavier Centre, 38 Harbour Street (PO BOX 1239), Wollongong
NSW 2500 Australia
dow.org.au

POSITION DESCRIPTION

TITLE	Diocesan Internal Auditor
PURPOSE	To provide internal audit services to the Diocese for the Office of the Bishop, the Catholic Education Office, the Catholic Development Fund, CatholicCare and CEnet. In addition, provide an audit function for parishes as required.
REPORTS TO	Direct report to: The Audit & Risk Committee of the Diocesan Finance Council Administrative report to: Director of Finance Office of the Bishop
KEY RELATIONSHIPS	Audit and Risk Committee members, Bishop of Wollongong, Vicar General, Executive Director and Chancellor, Director of Finance (DFA), Pastoral Works Leadership and Management, School Leadership

DUTIES AND RESPONSIBILITIES

- In association with external auditors, develop risk-based internal audit programs for the Office of the Bishop, the Catholic Education Office, the Catholic Development Fund, CEnet, and CatholicCare.
- Develop detailed internal audit cycles and recommend outsourcing areas of internal audit requiring expertise.
- Execute and conduct internal audit activities in accordance with the annual audit plan following approval from the Audit & Risk Committee.
- Confer with and advise the Executive Director, the Director of Finance, the Pastoral Works Heads, and the Audit and Risk Committee on matters involving financial, compliance, and performance audits.
- Produce audit management reports and present to the Audit and Risk Committee of the Diocesan Finance Council, Pastoral Works Audit and Risk Committees, Executive Director and Director of Finance and respective heads of pastoral works.
- Liaise with external auditors.

- Produce system enhancement reports for all agencies and recommend improvements to internal systems and controls.
- Develop cost allocation systems for the overall internal audit function.
- Provide audit services for parishes at the request of the Bishop, Vicar General, Executive Director and/or Director of Finance.
- Undertaken investigations as requested from time to time
- Facilitating the resolution of Audit findings by negotiating management commitments and delivering high-level reporting on the status of remediation efforts across the Diocese.
- Develop and enhance the continuous evolution of the Diocesan Governance, Risk and Compliance System by collaborating with Risk and Quality teams across various pastoral works to ensure a unified, entity-wide approach to governance.
- Advise on the development and implementation of entity-wide policies to ensure alignment.
- Attend meetings as required.
- Miscellaneous duties as directed or required by the Executive Director and/or the Director of Finance or the Audit & Risk Committee.

SKILLS AND EXPERIENCE

- Thorough knowledge of accounting principles, internal controls and generally accepted auditing standards.
- Ability to manage the full Audit lifecycle management in the end-to-end planning, execution and delivery of risk-based audits within a complex, multi-agency environment.
- Strong accounting, payroll, and systems background, sound computer skills, and experience in the use of relevant contemporary applications, including Governance, Risk, and Compliance (GRC) software.
- Planning and administrative skills.
- Uphold the highest levels of professional independence and objectivity, providing a reliable ethical approach for senior leadership and agency directors.
- Effective time management skills.
- Data-driven insights delivered through executive-level reporting.
- Effective oral and written communication skills to ensure Audit recommendations are viewed as strategic opportunities.
- Future-focused mindset to help evolve the internal audit function into a proactive, value-add strategic partner.
- Sound knowledge of IT security framework and infrastructure governance, with auditing systems controls to ensure data integrity and cybersecurity across the Diocesan network.

- Experience auditing high-volume payroll systems across diverse entities, with multiple Enterprise Agreements.

QUALIFICATIONS

- Tertiary qualifications in accounting or finance.
- Minimum five years of auditing and management experience.
- Membership in a recognised Australian Accounting body is desirable.
- Membership in (or eligibility for) a recognised Australian Accounting body (CA/CPA) and the Institute of Internal Auditors (IIA)—current driver's licence.

PERSONAL QUALITIES

- High-level initiative and resolve to drive Diocesan improvement.
- Ability to establish and maintain effective high-trusted working relationships across the Diocese
- Ability to meet deadlines and manage competing priorities.
- Commitment to organisational values and the upholding of professional standards and ethics.