

ARPC Position Description

Role title:	Premium Audit Adviser		
Function:	Premium Audit	Classification broadband:	ARPC 5/6
Location:	Sydney	Security clearance:	Baseline
Role reports to (role title):	Executive Manager Premium Audit		
Direct reports (role titles):	Nil		

Purpose of the role (Why the role exists; how the role contributes to the ARPC's strategic objectives)

The purpose of this role is to support an efficient and effective audit function. The role supports the design and delivery of ARPC's cedant review program for premiums.

Key accountabilities (Key activities, tasks and outcomes to be achieved)

- Role model ARPC's Values and Code of Conduct and Capabilities set out in ARPC's Capability Framework
- Support the design and delivery of ARPC's cedant review program for premiums
- Work with the supervisor to deliver an effective program of cedant reviews
 - Source, coordinate, collate and review all cedant material in an efficient, methodical manner
 - Analyse cedant premium and data submissions for veracity, trends and anomalies
 - Provide expertise and guidance on technical issues of data variance or ambiguity
 - Provide expertise and guidance to underwriting team on technical enquiries from cedant
 - Contribute to the discussion of review outcomes with cedants and the agreement of strategies and timing for the implementation of recommendations arising
 - Prepare standard reports on the outcomes of individual cedant reviews and issues arising from the review program in a simple, logical format which facilitates ease of reference and efficient record keeping
 - Lead, or participate in, ad-hoc Audit projects and initiatives
 - Identify opportunities and risks which may act as catalysts for change in terms of ARPC's Audit practices
 - Identify opportunities for continuous process improvements
 - Assist with the preparation of reports for review by the Senior Leadership Team
 - Assist with cedant refund and offset activities
 - Assist IT team with activities such as system testing for underwriting and claims
 - Assist with the development and finalisation of the annual premium audit program.
- Other
- Represent ARPC in a professional manner during stakeholder meetings

Working relationships (key stakeholders, clients, customers, suppliers, providers, consultants, etc.)

Build and maintain strong relationships within:

- **Internal** relations with
 - All members of the ARPC team
- **External** relationships with
 - Vendors and partners.

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Tertiary qualification in Finance, Business or Commerce - *Desired*
- Qualified or prepared to study toward qualification to ANZIIF Senior Associate level - *Desired*

Experience (minimum type and level of experience required to perform the role)

- Experience in the reinsurance, insurance industry, audit or finance sector - *Mandatory*

- Working knowledge of financial services (insurance, reinsurance and/or banking) - *Mandatory*
- Experience writing Audit Reports *Desired*

Key legislative / regulatory role responsibilities

Public Interest Disclosure Act 2013 (PID Act)

- ARPC staff must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.

Privacy Act 1988

- ARPC staff must adhere to the Australian Privacy Principles and the ARPC Privacy Policy and report any privacy breaches by any employee or contractor to the Privacy Officer / or Privacy Champion, as soon as they become aware of them.

Freedom of Information Act 1982 (FOI Act)

- ARPC staff are responsible for notifying and supporting the Information Public Scheme (IPS) Team to ensure published website Information is accurate, up-to-date and complete.
- ARPC 'owners' of website content are required to review content on their page(s) at least annually.

Work Health & Safety Act 2011 (WHS Act)

- All workers, including senior managers and executives, have duties under WHS Act.
- These duties include taking reasonable care for our own psychological and physical health and safety and that your actions or omissions do not adversely affect the health and safety of other persons.

Technical capabilities (skills, knowledge, technical or specialist capabilities)

- Well-developed written communication skills demonstrated through planning and report writing
- Experience in Internal or external statutory audits
- Project management skills
- Strong knowledge of the MS Office suite including Word, PowerPoint and Excel
- Excellent analytical skills with the ability to derive simple insights from complex data
- Excellent interpersonal skills with the ability to effectively negotiate and influence
- Ability to build strong relationships with various stakeholders
- Well-developed commercial acumen
- Sound legislative and regulatory interpretation and application skills
- Natural application of insight, initiative and innovation
- Astute attention to detail
- Ability to work as part of a team and autonomously, as a subject matter expert
- Courteous assertiveness

Authorities	Limits/ type
Financial delegations:	As per ARPC Delegations Policy
HR delegations:	As per ARPC Enterprise Agreement
Declared Terrorist Incident (DTI) and Declared Cyclone Event (DCE):	As per ARPC Event Response Policy

Additional requirements

ARPC Values

- | | | | |
|-------------|-----------|-----------|-------------|
| • Integrity | • Respect | • Service | • Wellbeing |
|-------------|-----------|-----------|-------------|

ARPC Capabilities (Integrated Leadership System)

ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.

- Shapes strategic thinking
- Achieves results
- Supports/cultivates productive working relationships
- Displays/exemplifies personal drive and integrity
- Communicates with influence

Approved by:

(Name & position)

Michael Pennell, CUO

Date:

July, 2025