

# CAREER FACT SHEET

## Auditors and Company Secretaries

### Snapshot

Auditors and Company Secretaries conduct audits of accounting systems, procedures and financial statements, manage corporate funding and financial risk, and administer and review corporate compliance activities.

|   |                    |
|---|--------------------|
| How many are employed in this occupation?                                 | 35,600             |
| What are the average weekly earnings for full time workers?               | \$1,975            |
| How does unemployment compare with other occupations?                     | Above Average      |
| What are the job prospects for this occupation?                           | Medium             |
| What will be the likely future employment growth for the next five years? | Very Strong Growth |

### Main employing industries

Professional, Scientific and Technical Services; Public Administration and Safety; Financial and Insurance Services; Manufacturing

### Tasks

This occupation may include associated occupations with varying tasks.

- arranging, giving notice of and attending meetings of directors and shareholders
- advising organisations' governing boards on matters concerning compliance with stock exchange listing rules, relevant legislation and corporation practice
- supervising organisations' share capital by preparing documents and share issues, and handling share transfers
- controlling treasury and treasury systems and establishing and reviewing risk management objectives and treasury policies
- identifying, managing and reporting on financial risks
- assisting with equity management, debt management, securities and taxation planning issues
- collecting, analysing and interpreting information on the financial standing, cost structures and trading effectiveness of organisations
- devising, re-organising and establishing budgetary cost control and other accounting systems such as computer-based systems
- conducting audits and investigations and preparing financial statements and reports for management, shareholders, and governing and statutory bodies
- evaluating the cost effectiveness and risks of operational processes, activities, policies and systems
- reporting to management on the existence and effectiveness of the system of internal controls
- establishing audit objectives, and designing and implementing audit methodologies, processes and audit report criteria

# INDUSTRY OVERVIEW

## Financial and Insurance Services

If you think you would like to organise, analyse and check the accuracy of financial information, or to offer advice on insurance or financial products, then you should consider a career working in Financial and Insurance Services. Qualifying for a role in this sector could see you in charge of preparing budgets, financial statements, tax returns, audits and reports, managing the payroll of a large company, maintaining customer databases, ensuring procedures comply with government regulations, or participating in the development of business plans. Other roles in the Financial and Insurance Services sector focus on customer service and on matching products to clients' needs. While work in Financial and Insurance Services usually takes place in an office environment, some people are able to do part of their work at home, due to the growth of remote technological capabilities.

The career possibilities in finance and insurance are very broad, with plenty of scope for work across a variety of businesses. Let's face it, most companies need financial services of some kind! And due to shifting global financial conditions, this industry is undergoing rapid changes, making it a very exciting time to get involved.

### Possible job pathways

- Accountants
- Accounting Clerks
- Auditors and Company Secretaries
- Bank Workers
- Bookkeepers
- Credit and Loans Officers
- Economists
- Finance Managers
- Financial Brokers
- Financial Dealers
- Financial Investment Advisers and Managers
- Insurance Agents
- Insurance Investigators and Loss Adjusters
- Actuaries, Mathematicians and Statisticians
- Insurance Money Market Statistical Clerks



**Financial and Insurance Services**

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