



## **Performance Audit Analyst**

Salary Range: \$64,000 - \$67,000 (Applied Leadership)

### **Are you looking for a dynamic and challenging team opportunity, while making an impact on the lives of British Columbians?**

The Office of the Auditor General is an Independent Office of the Legislature offering meaningful, varied and challenging work, as well as opportunities to develop your career.

We are searching for experienced and developing professionals to fill the role of *Performance Audit Analyst*. You are eager to apply your skills to examine how well government is managing in a variety of program areas.

At this time we have a particular interest in Information Technology, economics, social services, Aboriginal issues and education, although we will consider strong applications from any relevant sector/discipline. We are also looking for a Master's Degree or a Bachelor's Degree combined with an accounting designation or other professional qualification, or experience relevant to our audit of provincial government. Ideally, your academic background is complemented by several years of relevant work experience.

In this position, you will work as part of a team to examine the efficiency, effectiveness and economy of government programs. Using established audit methodologies and techniques, you will help to develop the audit plan, and collect and analyze data. You have strong communications and interpersonal skills that allow you to effectively develop plans and reports, and participate effectively in team projects. Your career path shows your commitment to life-long learning.

**Duties will include:** performing research on topics to assist in the performance audit work plan; helping build the performance audit group's knowledge of government programs and identification of best practices; conducting literature and document reviews; conducting performance audits by participating in interviews, taking detailed notes, using qualitative analysis techniques to analyse data and determining key themes.

**Desired competencies include:** strong quantitative and qualitative analysis and research skills gained through either course work or job experience; ability to prepare documents and reports as necessary and review them to ensure accuracy, clarity and completeness; a strong results orientation; good interpersonal and communication skills; a focus on the success of the team rather than the individual; and a keen interest in accountability issues.

We offer a competitive compensation package, a flexible benefit plan and excellent on-going technical, professional and personal development. At the same time, you will help to change things for the better for British Columbians. All positions within the office require some travel.

Please review the attached job description carefully. It offers detailed information about how we can work together. *Promising candidates that don't quite meet all the mandatory requirements may be considered for appointment at a lower level.*

***Persons accepting employment with the Office of the Auditor General are subject to a police records check.***

Please send a comprehensive cover letter along with your resume outlining your qualifications to [hr@bcauditor.com](mailto:hr@bcauditor.com).

**We are accepting applications by email until July 22, 2015. Do not use the PSA system to apply.**

For more information, see [www.bcauditor.com](http://www.bcauditor.com) or contact Penny Limer, HR Advisor, at [plimer@bcauditor.com](mailto:plimer@bcauditor.com).

## Position Description – Performance Audit Analyst

<b>Position Title</b>	Performance Audit Analyst	<b>Position Number</b>	Various
<b>Portfolio</b>	Performance and IT Audit	<b>Location</b>	Victoria
<b>Supervisor's Title</b>	Manager	<b>Travel Required</b>	Yes
<b>FOR OAG HR USE ONLY:</b>		<b>NOC Code:</b>	
<b>Approved Classification or Leadership Band</b>	Applied Leadership	<b>Class Code:</b>	
<b>Mandate</b>			
<p>The Office of the Auditor General (the OAG or Office) serves the Legislative Assembly and the people of British Columbia by providing independent assessments and advice that enhance government accountability and performance. Authorities for the Office of the Auditor General are derived from the <i>Auditor General Act</i>. On behalf of the Auditor General, performance audit staff are responsible for reviewing management issues to ensure effectiveness, value for money and/or efficiency within government reporting entities such as Ministries, Crowns and Central Agencies.</p>			
<b>Role</b>			
<p>As part of a project team, the <b>Performance Audit Analyst</b> assesses the performance of public sector bodies, including their efficiency, effectiveness and economy, based on compliance with relevant legislation and policy, best practices and other criteria. They also assist in developing recommendations for improvement and preparing components of the final report to the Legislature.</p> <p>During the course of a year, the <b>Performance Audit Analyst</b> can typically expect to participate in two to three audits of public sector organizations, helping to develop the audit plan, collect and analyze data and prepare and present the final report.</p> <p>The audits are subject to intense scrutiny. The <b>Performance Audit Analyst</b> is required to apply the principles of performance audit standards and techniques, research methodologies, program evaluation and strategic planning and performance reporting along with economics, organizational behaviour, and financial and accounting standards to assess the organization's ability to efficiently and effectively achieve its desired outputs. The information is used to determine if gaps, overlaps or risks threaten the overall quality of information and service delivery and the ultimate outcomes of the organization.</p> <p>A <b>Performance Audit Analyst</b> who has an accounting designation and relevant expertise may participate in financial audits conducted by the Office.</p> <p>A <b>Performance Audit Analyst</b> may progress to the more senior role of <b>Performance Auditor</b> by demonstrating competency in the area of audit methodology and reporting. This role involves leading the management of the planning, conducting and reporting of the performance audit or project.</p> <p>The <b>Performance Audit Analyst</b> is accountable for:</p>			
<b>Performance Audit</b>			
<ol style="list-style-type: none"> <li>1. As part of the performance audit team, research and prepare a project proposal for the Auditor General's approval. This involves conducting literature reviews and internet searches to identify best practices in the topic area and assessing risks.</li> <li>2. Assist the audit team in developing a formal audit plan that identifies the audit's purpose, timeline, scope and criteria.</li> <li>3. Conduct performance audits and reviews of client organizations by applying auditing standards and developing a wide range of qualitative and quantitative research methodologies including interviewing, analysing documents and records, developing and mining online surveys, benchmarking, statistical analysis and consulting with stakeholders.</li> <li>4. Assist with clearing the findings of the audit or project.</li> </ol>			
<b>Communication</b>			
<ol style="list-style-type: none"> <li>1. Draft components of the audit report, identifying findings and supporting conclusions, and preparing presentations for client organizations and legislative committees.</li> <li>2. Establish credibility and trust with the client managers and staff, legislators and other interested parties.</li> </ol>			

## Position Description – Performance Audit Analyst

### Standards

1. Ensure project activities meet professional audit and reporting standards, performance targets, including budget and timelines.
2. Ensure the accuracy and veracity of information by undertaking checks on data and resolving queries with client organizations and other auditors.
3. Contribute to development of management recommendations that are fair, meaningful and timely, following the appropriate methodology, and meeting applicable quality assurance and professional standards.

### Teamwork

1. Manage work efficiently and contribute to a competent, committed and professional team that works together in an atmosphere of mutual trust and respect.
2. Contribute to the development and improvement of audit processes by attending seminars, meetings and conferences on behalf of the Office and presenting learning to the team.

### Indicative Position Responsibility Distributions

#### Office wide Engagement – 10%

- Office wide involvement on cross portfolio or operational committees

#### Performance Audit– 80%

- Planning, conducting, directing audits/assessments and teams within portfolio/lines of business

#### Community of Practice – 5%

- Building relationships across the public sector

#### Other – 5%

- As required

### Essential Qualifications and Experience

#### Education and Required Knowledge/Experience:

- A university master’s degree (or near completion) in a related field such as economics, public administration or environmental science or a Bachelor’s degree combined with a recognized accounting designation (CA, CGA, CMA, CIA) or equivalent qualification in an area relevant to key program areas the Office audits e.g. healthcare, education, infrastructure.
- Experience in public administration operations through several planning cycles or projects with a small team, gathering data and demonstrating research and analytic skills, and assessing outputs and outcomes against performance measures.
- Experience using a variety of research methodologies and working in program analysis, evaluation and/or measurement and developing reports.

### Behavioural Competencies

#### Foundation Competencies

##### Personal Accountability

- Demonstrates accountability for own actions and decisions.
- Models professional and respectful behaviours and builds collaborative relationships.
- Builds communication skills by leveraging own strengths.

##### Business Acumen

- Builds knowledge and understanding of OAG’s business and the Public Sector.
- Demonstrates critical thinking and reasoning in decision

#### Leadership Competencies

##### Corporate Planning

- Understands the importance of the Office’s vision, mission and values.
- Undertakes planning for tasks in alignment with plans.
- Undertakes analysis and prepares accurate supporting information.

##### Engage and Inspire

- Demonstrates ownership of work and pride in individual and others’ success.
- Promotes cooperation, collaboration and working together.

## Position Description – Performance Audit Analyst

<p>making and problem solving.</p> <ul style="list-style-type: none"> <li>• Demonstrates ability to ‘speak the language’ by using OAG and Public Sector terminology to engage in meaningful dialogue at the Management level.</li> </ul> <p><u>Continuous Improvement</u></p> <ul style="list-style-type: none"> <li>• Demonstrates agility and responds constructively to new demands, priorities and challenges.</li> <li>• Demonstrates a willingness to take calculated risks.</li> <li>• Identifies lessons learned from own mistakes and is open to feedback from others.</li> </ul>	<ul style="list-style-type: none"> <li>• Manages conflict and removes roadblocks for team members to achieve results.</li> </ul> <p><u>Developing People</u></p> <ul style="list-style-type: none"> <li>• Demonstrates a strong commitment to personal and professional development.</li> <li>• Engages in career conversations with their supervisor.</li> </ul> <p><u>Leading Change</u></p> <ul style="list-style-type: none"> <li>• Understands the need for change and understands their role in the change process.</li> <li>• Demonstrates a resilience and openness to change.</li> <li>• Plays an active role in supporting the implementation of change initiatives.</li> </ul>
<p><b>Technical Competencies</b></p>	
<p><u>Planning</u></p> <ul style="list-style-type: none"> <li>• Conducts research to identify potential project topics.</li> <li>• Assists in drafting interview guides, conducting interviews and documenting interview notes.</li> <li>• Actively contributes to audit team discussions.</li> </ul> <p><u>Conducting</u></p> <ul style="list-style-type: none"> <li>• Applies a variety of tools and techniques to organize and manage the project data.</li> <li>• Identifies, gathers and analyzes relevant project evidence.</li> <li>• Evaluates evidence and draws appropriate conclusions.</li> </ul> <p><u>Reporting</u></p> <ul style="list-style-type: none"> <li>• Provides clearly documented findings with sufficient evidence.</li> <li>• Identifies issues for external reporting.</li> <li>• Supports the development of materials in preparation for presentations.</li> <li>• Presents preliminary findings or conclusions.</li> </ul>	<p><u>Service Focus</u></p> <ul style="list-style-type: none"> <li>• Builds knowledge of clients.</li> <li>• Understands the value of excellent client service and applies sound judgment.</li> <li>• Demonstrates active listening.</li> </ul> <p><u>Project Management</u></p> <ul style="list-style-type: none"> <li>• Applies and understands the importance of project tools.</li> <li>• Adheres to a project plan to guide priorities and tasks.</li> <li>• Demonstrates ability to manage own individual workload.</li> </ul>
<p><b>Direct Supervision</b></p>	
<p>The position is not responsible for directly supervising staff.</p>	

## Position Description – Performance Audit Analyst

### Organizational Chart



This is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships. This position description was created/revised/finalized in June/2015.

Reviewed By	X	Date	Click here to enter a date.
	[]		

Approved By	X	Date	Click here to enter a date.
	Carol Bellringer, Auditor General		

I have read this position description and understand the key responsibilities:

Agreed to By	X	Date	Click here to enter a date.
	[Name], incumbent		

cc: Supervisor  
Personnel file  
Position file