**Applicant Instructions:**

All applicants are required to submit three documents (emailed as one submission):

1. Cover Letter
2. Resume
3. Qualifications Matrix (see below)

**Qualifications Matrix:**

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| PART A: Eligibility to work in Canada | Confirmation is required |
| PART B: Education | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you met the required education |
| PART C: Experience | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you gained each type of required experience |
| Evidence of all essential qualifications listed above must be clearly presented in order for an application to be screened to the next phase in the competitive process.  **Failure to provide the above information in the format required will result in your application not being advanced in the selection process.**  **Please limit this qualification matrix to a maximum of 4 pages.** | |

IMPORTANT:

Information on your described skills, experience, etc. provided in the qualification matrix must be supported by your resume (including month/year of start and end dates)

It is NOT sufficient to only state:

* Qualifications are met; or
* See resume; or
* To provide a listing of current or past responsibilities.

The job questionnaire is not intended to be a duplication of your resume.

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| PART A: ELIGIBILITY | |
| APPLICANT NAME: | |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada.  Please confirm YOUR CURRENT CITIZENSHIP/IMMIGRATION STATUS ALLOWS YOU TO ACCEPT EMPLOYMENT IN CANADA. | |
|  YES |  NO |
|  | |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada. Please select the response that best describes your current legal entitlement to work in Canada:   I am a Canadian citizen or permanent resident   I have a valid temporary work permit   I am in the process of obtaining a temporary work permit   None of the above | |
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**IMPORTANT SCREENING INFORMATION:** SUPPORTING EVIDENCE TO CORROBORATE EDUCATION AND EXPERIENCE MUST ALSO APPEAR WITHIN THE APPLICANT’S RESUME, WITH CLEAR DATES (MONTH/YEAR) SO THAT THE NUMBER OF YEARS OF EXPERIENCE MAY BE VERIFIED AND THE PANEL CAN CLEARY SEE THAT THE ACTIVITY WAS A MAJOR AND REGULAR PART OF THE ROLE.

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| PART B: EDUCATION |
| EDUCATION REQUIREMENT: A professional accounting designation (CPA) and eligibility for membership in good standing in the appropriate professional association or an international accounting designation equivalent to the specified accounting designations.  Applicants who have attained their CPA designation after 2015 must demonstrate the successful completion of the assurance module. |
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| PART C: EXPERIENCE |
| EXPERIENCE REQUIREMENT #1: Recentrelated experience conducting financial statement audits, including responsibility for managing, planning, conducting, and reporting audit/assessment activities.  Recent is defined as within the last 3 years. |
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| PREFERENCE #1: Working knowledge and experience with ITGC standards and audit software tools. |
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| PREFERENCE #2: Working knowledge and experience with PSAS standards. |
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