



Position Title:	Manager, Financial Audit and Related Services (FARS)	Supervisor Title:	Director, FARS
Classification:	Band 3	Supervisor Position #:	00114506
Work Unit:	Financial Audit and Related Services	Organization:	Office of the Auditor General

Context

The Office of the Auditor General of British Columbia serves the Legislative Assembly and the people of British Columbia by providing independent assessments of government's financial statements and operations that enhance government accountability and performance. The Auditor General's authority is derived from the *Auditor General Act*.

The office performs financial audits, performance audits and issues other non-audit reports. The Auditor General has a mandate to audit the government reporting entity consisting of ministries, Crown corporations and other organizations controlled by the provincial government such as school districts, universities, colleges and health organizations.

Job Overview

Reporting to the Director, FARS, the Manager leads and conducts financial and, periodically, performance audit projects. The Manager ensures all assigned projects are planned, conducted and reported according to professional accounting and assurance standards, and that all relevant issues and concerns are identified and resolved or raised to the Director or FARS portfolio leadership for resolution.

The Manager is the office's front-line contact for their assigned audits and is key to developing relationships and moving audit projects forward. The Manager regularly communicates with audit contacts in finance, operational and program areas. Work will also involve coordination with other groups within the office.

The Manager also contributes to their team's development on a broader level by demonstrating skill in project management, and the office's behavioural competencies.

Accountabilities

Required:

- Plan, conduct, review, and report on several concurrent government audits, primarily financial statement audits, in accordance with the latest applicable Canadian accounting and auditing professional standards and office methodologies.
- Maintain considerable subject matter expertise in financial statement audits. These audits require credible specialists with valid professional accounting designations.
- Ensure project work meets performance targets, approved budgets, and timelines, while navigating competing priorities.
- Contribute to the identification and resolution of significant accounting or auditing issues arising from audit projects.
- Prepare accounting analyses and recommendations to management that are fair, meaningful, and timely, follow office methodologies and approaches, and meet applicable professional standards for approval by senior portfolio leadership.

- Participate in the presentation of assurance engagement plans, findings and recommendations before senior executive committees of auditees, audit committees, or internal executives.
- Supervise staff and provide direction to project teams of professional staff, and contracted resources as required.
- Participate in staff development discussions and performance appraisals, provide direction and mentorship to project team members and one to four direct reports.
- Contribute to creating competent, committed, and professional project teams able to work together in an atmosphere of mutual trust and respect.
- Possess effective communication skills, and the ability to build credibility, trust, and cooperation, and maintain strong long-term working relationships with auditees, realizing that issues raised during the course of audit engagements may be of a sensitive nature.
- Contribute to strategic and administrative project management including budget development, work plan development, and human resource management decisions.
- Remain current with developments in the accounting and auditing professions, including maintaining a current knowledge of Canadian Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

Job Requirements

Education and Experience:

- A professional accounting designation, i.e., Canadian CPA or an equivalent international accounting designation with eligibility for membership in good standing with CPABC.
 - Applicants who have attained their CPA designation after 2015 must demonstrate completion of the assurance module.
 - Successful applicants with an international accounting designation will be asked to complete the steps necessary in order to obtain a Canadian CPA designation.
- A minimum of three years post-designation experience conducting financial statement audits, including responsibility for planning, conducting, and reporting audit/assurance activities in accordance with Canadian GAAS, and managing project teams.
 - One of the three years post-designation experience must be within the past three years.

Knowledge, Skills, and Abilities:

- Advanced knowledge of Canadian GAAP and GAAS
- Problem-solving and analytical skills.
- Effective written and verbal communication skills.
- Understanding of quality assurance policies, particularly related to project performance, consultations, engagement quality review and quality management.
- Ability to lead staff toward the achievement of results.
- Demonstrated ability to develop and maintain collaborative working relationships.
- Ability to create a positive environment that promotes responsible change management.

Preferences

- Experience working with Public Sector Accounting Standards (PSAS).
- Experience with Canadian Standards on Assurance Engagements (CSAE) 3001 Direct Engagements (performance audit).
- Experience with Canadian auditing standards related to General Information Technology Controls (GITC).
- Experience working with CaseWare software.

Proviso

- Applicants must be willing and able to travel within the province to conduct field work, as needed.
- Must be willing to work additional hours when required to ensure audits remain on schedule, including but not limited to peak season.
- Must be eligible to work in Canada (Permanent Resident or Canadian citizen).
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or *Criminal Records Review Act* (CRRRA) check, and/or enhanced screening checks as required by the office.
- Must be willing to work in-office based on operational requirements.

BEHAVIOURAL COMPETENCIES

Personal Effectiveness Competencies

Technical Expertise	Includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.
	Risk Assessment: Performing risk assessment activities and procedures to identify and assess the risks of material misstatement in the financial statements for an audit project.
	Risk Response: Designing and performing audit procedures that respond to assessed risks and reduce the risks of material misstatements in the financial statements to an acceptable level
	Reporting: Documenting results and developing reports that contain well-supported conclusions, using appropriate language, succinct wording and a respectful tone, to satisfy reporting requirements.

Leading People & Interpersonal Relationship Competencies

Teamwork and Co-operation	The ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.
Developing Others	Involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. For this competency to be considered, the individual's actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.
Change Management	The ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them, and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process. People with this competency willingly embrace and champion change. They take advantage of every opportunity to explain their vision of the future to others and gain their buy-in.

Achieving Business Results Competencies

Business Acumen	<p>The ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the auditee's and the organization's business needs.</p> <p>Service Focus: Understanding internal and/or external clients' needs, engaging in effective communication and building strong working relationships to deliver high quality service.</p>
Planning, Organizing and Co-ordinating	<p>Involves proactively planning, establishing priorities, and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.</p> <p>Project Management: Conducting effective project management by managing scoping, schedules, budgets, resourcing and risk, and ensuring alignment of activities/deliverables to achieve desired outcomes.</p>
Problem Solving and Judgment	<p>The ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.</p>

Equity, Diversity and Inclusion Competencies

Cultural Agility	<p>The ability to work respectfully, knowledgeably, and effectively with Indigenous people and/or people from different social, ethnic and/or cultural backgrounds, cultures and identities. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the Office of the Auditor General, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.</p>
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