

Position Description – Financial Audit Associate

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|---|---------------------------|------------------------|----------|
| Position Title | Audit Associate (Trainee) | Position Number | Various |
| Portfolio | Financial Audit | Location | Victoria |
| Supervisor's Title | Manager or Director | Travel Required | Yes |
| FOR OAG HR USE ONLY: | | NOC Code: | |
| Approved Classification or Leadership Band | | Class Code: | |
| Mandate | | | |
| <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>.</p> | | | |
| Role | | | |
| <p>The Audit Associate is studying to gain their Chartered Professional Accountant designation and participates primarily in financial statement audits. They may participate in performance audits as required. The results of these audits provide the public and members of the Legislative Assembly with assurance and accountability information about how well government finances and programs are being administered.</p> <p>This position works as part of a team, receiving assignments from the Manager, Sr. Manager, Director, Executive Director or Assistant Auditor General, depending on the complexity or sensitivity of the audit. Audits are conducted in accordance with the audit standards established by the Office, the Canadian Institute of Chartered Accountants, and the Certified Management Accountants of BC.</p> <p>Audit Associates may develop relationships with any of the entities included in the Province's summary financial statements. They will interact with all levels of staff of auditees, primarily in the area of financial management and potentially with program managers of ministries, crown corporations and agencies, universities, colleges, school districts, health authorities, community service authorities, hospital societies, and trusts. The Audit Associate will also have an assigned work term with a private sector accounting firm to meet tax experience requirements.</p> <p>In addition to audit responsibilities, Audit Associates contribute to their group on a broader level by demonstrating growth in the Office's Core and Financial Technical competencies. Work will involve coordination with other groups within the Office.</p> <p>As part of their OAG work experience, Audit Associates are expected to progress through the required Chartered Professional Accountants Business modules and pass the Common Final Examination to meet the requirements for an Auditor position. The Office's Audit Associate Progression Model, as well as the Audit Associate Support Model, document the details of the process.</p> <p>Audit Associates who successfully complete the elective module and achieve a satisfactory performance evaluation will have their job title changed to Senior Audit Associate, and be expected to handle ever increasing responsibility levels within the audit teams. They may be required to review the work of other Audit Associates on their audits.</p> | | | |
| Indicative Position Responsibility Distributions | | | |
| <p>Area of Responsibility – 5%</p> <ul style="list-style-type: none"> Office wide involvement on cross portfolio or operational committees | | | |
| <p>Area of Responsibility – 80%</p> <ul style="list-style-type: none"> Primarily researches and conducts financial statement audits as part of a team; in addition, serves as part of performance audit teams as required | | | |
| <p>Area of Responsibility – 10%</p> <ul style="list-style-type: none"> Builds relationships in the audit sector | | | |
| <p>Other – 5%</p> <ul style="list-style-type: none"> As required | | | |

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Essential Qualifications and Experience

Education and Experience:

- Completion of Bachelor's degree, with a minimum grade of C+ on all university level accounting courses. Preference may be given to higher grade averages.
- Completion of CPA pre-requisites, with a minimum grade of C+, and eligibility for enrolment in CPA program to attain a Chartered Professional Accountant designation. Preference may be given to higher grade averages.
- General work experience with a preference given to experience in a finance related area.
- General knowledge of Canadian GAAP standards.

Behavioural Competencies

Foundation Competencies

Personal Accountability

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

Continuous Improvement

- Demonstrates agility and responds constructively to new demands, priorities and challenges.
- Demonstrates a willingness to take calculated risks.
- Identifies lessons learned from own mistakes and is open to feedback from others.

Business Acumen

- Builds knowledge and understanding of OAG's business and the Public Sector.
- Demonstrates critical thinking and reasoning in decision making and problem solving.
- Demonstrates ability to 'speak the language' by using OAG and Public Sector terminology to engage in meaningful dialogue at the Management level.

Technical Competencies

Risk Assessment

- Begins to identify and assess audit risks.
- Gathers and documents knowledge of an entity and its control environment.
- Demonstrates an understanding of how risk impacts the audit plan and programs.

Reporting

- Provides clearly documented findings with sufficient evidence.
- Identifies issues for external reporting.
- Ensures assigned work is complete and responds appropriately to feedback.

Risk Response

- Identifies, gathers and analyzes relevant audit evidence and formulates fair and objective conclusions.
- Produces well organized relevant working papers and documentation for review.
- Demonstrates an understanding of audit assertions.
- Applies an appropriate level of skepticism to fraud.

Service Focus

- Builds knowledge of clients and develops a solid understanding of a client's business.
- Uses judgment to identify noncomplex client issues, and escalates to the relevant authority as appropriate.
- Develops professional client relationships through positive interactions.

Project Management

- Adheres to a project plan.
- Demonstrates ability to manage own individual

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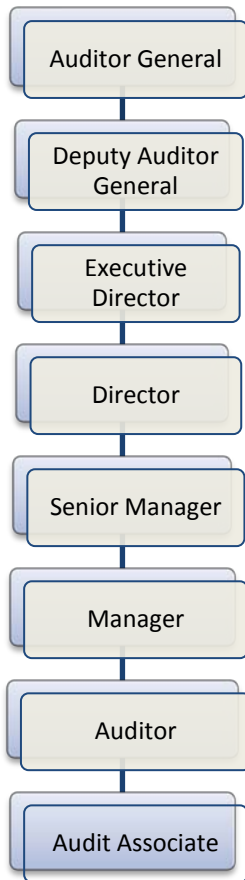
workload.

- Demonstrates flexibility to changes in project plan and scope.

Direct Supervision

N/A

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 Month/Year.

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|-------------|---------------|------|------------------|
| Reviewed By | X | Date | January 18, 2013 |
| | [Name, Title] | | |

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|-------------|-----------------------------|------|-----------------------------|
| Approved By | X | Date | Click here to enter a date. |
| | John Doyle, Auditor General | | |

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|--|-------------------|------|-----------------------------|
| 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