

1. Position No. 81845	2. Descriptive Working Title Internal Audit Advisor		3. Present Classification Excluded Mgmt
4. Branch Corporate Services	5. Department Audit Advisory Services	6. Work Location Telework Eligible	Date Nov 2021, Apr 2022
7. Position No. of Supervisor 80181	8. Descriptive Work Title of Supervisor Executive Director, Audit Advisory Services		9. Classification of Supervisor Excluded Mgmt

POSITION SUMMARY

Reporting to the Executive Director, Audit Advisory Services, the Internal Audit Advisor is responsible for developing and managing the implementation of a corporate audit framework and strategy of an assigned portfolio for the Commission. He/She/They manages a comprehensive internal audit program to ensure social housing funding is spent appropriately and that policies, procedures, systems and controls are in place to deliver programs in an efficient and effective manner in accordance with requirements of the Board and government. This position manages the implementation of operational, financial and/or contract management audits, evaluates audit results and participates in developing strategies and options for improvement and ensures the information and recommendations are comprehensive for presentation. The position manages the implementation of decisions made by the Audit & Risk Management Committee and provides educational support to Management on a variety of matter pertaining to the control of business, financial and asset risk. The Internal Audit Advisor manages relationships with audit consultants and contractors with respect to the provision of auditing services to the organization.

MAJOR RESPONSIBILITIES – GENERAL (Focus of duties may vary depending on portfolio assigned)

1. Develops the design and development of a corporate audit strategy and framework for the assigned portfolio. Participates in the development of a comprehensive audit program to evaluate the operations, policies, programs, practices and processes of BC Housing in undertaking its business responsibilities and fulfilling its mandate.
2. Manages the planning and execution of audits, reviews, and reports prepared by the audit teams, and the analysis and evaluation of audit findings.
3. Leads the identification, analysis, and reporting of key trends and variances to business areas. Identifies and recommends new or updated internal controls to ensure probity of business practices. Monitors service and process improvement activities. Escalates to Executives if implemented actions and initiatives are insufficient to meet identified performance and/or policy gaps.
4. Participates in the preparation of audit reports for the Executive and Audit & Risk Management Committee of the Board.
5. Manages the implementation of decisions made by the Audit and Risk Management Committee, and manages subsequent follow up and reporting on implementation of these decisions.
6. Prepares tender specifications and terms of references for the provision of services by consultants; participates with the Executive Director in the negotiation of contracts and manages services provided.
7. Manages and controls the budget of the assigned portfolio within approved budget limits.
8. Leads and manages external consultants and may provide leadership to internal staff, as assigned.

9. Participates in special audits and prepares reports at the request of the Audit & Risk Management Committee.
10. Maintains a broad and current knowledge of business plans and directions, market conditions, economic and business trends and developments, proposed legislative and regulatory changes and other factors that potentially have an impact on BC Housing and its audit strategy.
11. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in a task force, project teams and committee work.

OPERATIONAL/FINANCIAL AUDIT RESPONSIBILITIES

1. Develops the annual audit plans to ensure a diverse range of operational and financial audits are conducted internally within BC Housing and externally within housing provider organizations.
2. Manages policies, procedures and guidelines for the effective planning and execution of audits and ensures adherence by internal staff and audit teams.
3. Liaises with the appropriate representatives of Provincial Ministries and other housing sector organizations to enhance program integrity initiatives or other related discussions.

CONTRACT MANAGEMENT AUDIT RESPONSIBILITIES

1. Leads the centralized contract tracking and reporting function for all procurement and contract activity within the Commission to strengthen the organization's contract lifecycle management including all forms of contracts utilized. Performs tracking, reporting, and oversight from procurement through contract completion.
2. Manages escalations related to contract management breaches, non-compliance, or system overrides. Seeks remediations actions from Senior Management in applicable Branches to ensure contract management complies with applicable policies, procedures, and regulations.
3. Oversees investigations of potential fraudulent procurement and contracting practices. Participates in confidential and sensitive investigations involving internal staff.
4. Acts as a Business Owner for the Contract Management Lifecycle System (CLMS). Collaborates with business units on process and systems changes. Works with IMT to ensure the system provides continuous and appropriate internal controls and oversight on contracting practices.

ORGANIZATION

The Internal Audit Advisor reports to the Executive Director, Audit Advisory Services.

No positions report to the Internal Audit Advisor. The position may be required to provide leadership to assigned members of the project team and external consultants utilized in providing internal audit services.

QUALIFICATIONS

Education, Experience and Occupational Certification

Operational/Financial Portfolio

Bachelor's degree in accounting, commerce or related field.

Chartered Professional Accountant (CPA) designation or Certified Internal Auditor (CIA) designation.

Considerable experience in planning and managing audits and the audit process, requiring the application of auditing and accounting principles and practices, management principles, and preferred business practices.

Or an equivalent combination of education, training and experience acceptable to the Employer.

Contract Management Portfolio

Bachelor's degree in business administration or related field.

Considerable experience in contract management process and systems.

Considerable experience in conducting audits or performing oversight over effectiveness of contract management systems that involve large, complex construction, renovation, IT and operational services contracts.

Or an equivalent combination of education, training and experience acceptable to the Employer.

Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Extensive working knowledge of The Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and the Code of Ethics.

Sound knowledge and understanding of the philosophies, programs and practices of the internal audit function, specifically within the government and non-profit environment.

Ability to learn and understand the Commission's programs and operating requirements, relevant legislation, and the role of central agencies

Ability to manage the development of an audit strategy and framework, and direct the audit function in meeting the needs of the Commission and its stakeholders

Ability to assess audit findings and develop strategies and options to improve internal controls and improve operating results.

Ability to manage and provide direction and advice to audit teams and ensure audit processes and reporting meet corporate auditing standards.

Ability to manage successfully with minimal supervision and self-motivation.

Ability to manage and motivate external consultants.

Ability to build and maintain positive working relationships with managers and staff.

Excellent oral and written communications, presentation, consultative, facilitation, conflict resolution, leadership and interpersonal skills.

Excellent analytical, strategic, critical thinking and problem-solving skills and decision-making skills.

Sound business acumen and judgment.

Proficient in the use of Microsoft Office, including Word, Excel and PowerPoint.

A criminal record check is required.