

Manager, Performance Audit

Classification: Band 3

Salary: \$80,800.00 - \$114,400.02

Job Type: Regular Full-Time

Location: Victoria, or Vancouver

An eligibility list may be established for future vacancies.

Do you want to be part of a challenging and rewarding work community?

The Office of the Auditor General of B.C. is an independent office of the legislature that contributes to excellence in effective and accountable government. We offer opportunities for career growth, excellent benefits, a comprehensive salary, and flexible telework and remote workplace options.

Interested in growing your career? We offer a professional development fund to support your educational pursuits and reimburse annual professional dues. Other benefits offered to our employees include:

- Paid time off for medical appointments; paid family illness days
- Paid short-term and long-term sick leave
- Life insurance
- Public service pension
- Confidential employee and family assistance program

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, emotionally, and nutritionally focused—and fun!

Our downtown Victoria location supports collaboration and includes a gym, indoor bike storage, and decks with views of the beautiful Inner Harbour.

About the Role

Reporting to a director, the Manager, Performance Audit manages multiple performance audit teams (at times concurrently) through all phases of an audit and/or related project. This includes managing highly sensitive and complex audits and effectively communicating with external and internal stakeholders.

When acting as the engagement manager, the performance audit manager is responsible for managing audits on a day-to-day basis by ensuring that the audit is completed as planned; supervising, and coaching staff; managing relationships with senior government officials; and advising and making recommendations to the engagement leader (who may be an executive director or director). The performance audit manager plays a critical role in ensuring the office produces high quality audit reports in a timely manner to the legislative assembly.

Accountabilities

- Manages the planning, conducting and reporting of audits and/or assessments of complex and sensitive topics by ensuring the work meets office standards.
- Leads teams to gather and maintain knowledge of business and propose audit topics to support the office's performance audit coverage planning process.
- Maintains subject area expertise and works with the director to build relationships with external stakeholders in an assigned sector (such as health, environment, or social services) to contribute to audit coverage planning.
- Manages relationships with those we audit as well as internal staff dealing with highly sensitive and contentious issues in a professional and objective manner.
- Leads the development of the audit plan, including the audit scope, evidence collection strategy, budget and timeline.
- Leads the gathering and analysis of diverse and complex audit information. Adjusts the evidence collection strategy as required by ensuring sufficient/appropriate audit evidence is collected to conclude on audit objective(s).
- Regularly monitors, manages, and communicates to the engagement leader issues related to audit quality, timelines, and budget.
- Manages the audit file to ensure documentation is clear, concise and meets office standards.
- Ensures that all significant matters arising from audit projects are communicated to the engagement leader and addressed.
- Leads audit teams in drafting the content of audit reports, presentations, media releases and briefing materials to communicate complex issues clearly and concisely for members of the legislative assembly and the public.
- Coaches and motivates audit staff to ensure work is of high quality and completed within expected timelines.
- Manages contracts and relationships with external subject matter experts.
- Contributes to portfolio management by leading and participating in assigned corporate initiatives.
- Participates in external and internal committees and working groups to share knowledge and promote improvement in performance audit practices.
- Supervises staff, including: assignment of work, development and evaluation of performance plans, approval of leave, and disciplinary processes.

Job Requirements

Education and Experience:

- A post-graduate degree or equivalent credential¹ in a field related to the mandate of the office² and two years of related experience³; OR
 - A bachelor's degree in a field related to the mandate of the office and five years related experience.
 - ¹Equivalent credential includes a CPA designation, CIA Certification with a bachelor's degree, or law degree.

- ²Field related to the mandate of the office includes business, accounting, law, economics, public administration, political science, environmental science, engineering, health, social sciences, or transportation.
- ³Related experience includes experience in the planning, conducting and writing of audit reports.
- At least one year of recent experience supervising staff.

Preferences

- Preference may be given to those with experience carrying out performance audits in a federal or provincial office of the auditor general and experience applying CSAE3001.

Candidates must be willing and able to:

- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- Travel occasionally.

Conditions

- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.
- At the Office of the Auditor General, the health and safety of our people is a high priority. As such, proof of COVID-19 vaccination is required of all staff. It is a term of acceptance of employment that you agree to comply with all vaccination requirements. Our policy is aligned with the COVID-19 vaccination policy for B.C. public service employees.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

To be considered for this role candidates must submit a resume to hr@bcauditor.com. Your resume must clearly indicate that you are eligible to work in Canada and you are compliant with our COVID-19 vaccination policy requiring full vaccination. Failure to provide all the requested documents will result in your application being unsuccessful.

Applications will be accepted up until **Wednesday, February 1, 2023**.

For more information, please contact hr@bcauditor.com.