



**PERFORMANCE AUDIT ANALYST, Office of the Auditor General of B.C.**

**Classification: Band 2**

**Job Type: Regular Appointment**

**Location: Victoria, B.C. or Vancouver, B.C.**

**An eligibility list will be created to fill multiple permanent and temporary 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, remote and telework options, earned days off and flexible working hours.

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**

As part of a team, the performance audit analyst assesses the performance of government organizations, including their efficiency, effectiveness, and economy, based on compliance with relevant legislation and policy, best practices, and other criteria. They also assist in developing recommendations for improvement and preparing components of the final report to the Legislature.

During the course of a year, the performance audit analyst can typically expect to participate in multiple, concurrent audits of government organizations, helping to develop the audit plan, collect and analyze data and prepare and present the final report.

The Performance Audit Analyst is required to apply the principles of performance audit standards and techniques, research methodologies, program evaluation and strategic planning and performance reporting along with economics, organizational behaviour, and financial and



accounting standards to assess the organization's ability to efficiently and effectively achieve its desired outputs or outcomes.

### **Accountabilities**

As part of an audit team and under the direction of a performance audit manager:

- Contributes to audit topic selection by researching and analyzing information and participating in team discussions.
- Contributes to the development of the audit plan by undertaking research and analysis, documenting feedback from those we audit, and participating in team discussions.
- Gathers information through a variety of methods including observation, inspection of documentation, analysis of performance and financial data, surveys, and interviews to understand and evaluate the operations of those we audit.
- Clearly and logically documents the result of analysis with direction and coaching from the engagement manager and/or auditor.
- Communicates risks related to the quality of information gathered to the auditor or manager to allow for the adjustment of the evidence collection strategy during the audit.
- Drafts reports, presentations or other materials as requested by the Manager to communicate issues with internal and external stakeholders.
- Completes assigned tasks on time, proactively communicating the status, potential risks and delays to the manager or auditor.
- Takes action to solve problems related to evidence gathering and analysis; consulting with the auditor/manager as needed.
- Actively seeks out and appropriately responds to feedback provided by the manager or auditor to ensure the work meet's office standards.
- Actively seeks out and participates in learning and development opportunities to build a solid understanding of audit standards, techniques, and office methodology.
- Contributes to corporate initiatives as assigned.

### **Education and Experience**

- A bachelor's degree in a field related to the mandate of the office and a minimum of one year of related experience.
  - Fields related to the mandate of the office include: business, accounting, law, economics, public administration, political science, environmental science, engineering, health, social sciences, or transportation.
  - Related experience includes performance audit, internal audit program evaluation, policy and/or legislative analysis, or applied research.
- Preference may be given to candidates with:
  - A master's degree or equivalent (e.g., CPA designation, CIA Certification, law degree) in a field related to the mandate of the office.
  - Audit experience in the public sector.

## **Knowledge, Skills and Abilities**

### Project Management

- Ability to complete assignments within approved timelines/budget while meeting expectations for quality.

### Relationship Building

- Ability to collaborate effectively within a team environment.
- Ability to embrace diversity and be part of a culture of inclusion.

### Communication

- Ability to communicate in a clear, fair and objective manner with external stakeholders, team members and supervisors.
- Strong writing skills to ensure work is clear, concise, logical, and persuasive.

### Audit Methods and Standards

- Ability to apply different information gathering and analytic techniques to reach a conclusion or test a hypothesis.
- Able to learn and use new technologies and audit tools as they become available.
- Knowledge of the role of independent offices of the Legislative Assembly.
- Knowledge in a field related to the mandate of the office.
- Knowledge of public administration.

## **Conditions**

- Successful completion of security screening requirements of the B.C. public service, which may include a criminal records check, and/or *Criminal Records Review Act* (CRRRA) check, and/or enhanced security screening checks as required by the office.
- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- We support a flexible work environment where you can choose what works best for you: working from home or in the office. However, working in the office may be required from time to time based on operational needs.
- Must be willing and able to travel for several weeks per year throughout the province (as and when COVID-related office travel restrictions allow it).
- 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](mailto:hr@bcauditor.com). **Your resume must state whether you are eligible to work in Canada, and whether this is temporary.** Failure to provide all the requested documents will result in your application being unsuccessful. Applications will be screened starting Monday, August 29, 2022.

For more information, please contact [hr@bcauditor.com](mailto:hr@bcauditor.com).

**Attachments**

- Job Profile