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<b>Position Title:</b> Performance Audit Analyst	<b>Supervisor Title:</b> Manager, Performance Audit and Related Assurance
<b>Classification:</b> Band 2	<b>Supervisor Position #:</b> Various
<b>Work Unit:</b> Performance Audit and Related Assurance (PARA)	<b>Office:</b> Office of the Auditor General

## Context

The Office of the Auditor General 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 work of the office spans all government ministries, as well as Crown corporations and the broader public sector. Reports resulting from direct assurance engagements are presented to the Legislative Assembly and are made public.

## Job Overview

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.

## **Job Requirements**

- 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.

## Proviso

- 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.
- 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).

## Behavioural Competencies

### Foundational Competencies

<b>Personal Accountability</b>	Taking responsibility and accountability over own actions, interactions and relationships with others and demonstrating a commitment to the delivery of results.
<b>Business Acumen</b>	Applying an understanding of the office and the public sector, to guide effective decision making, work prioritization and approach in alignment with business objectives.
<b>Continuous Improvement</b>	Demonstrating resilience, modeling agility and being open to change to enable and deliver continuous improvements.

### Performance Audit - Technical Competencies

<b>Planning</b>	Undertaking the planning process and developing the project objectives, scope and assessment criteria, ensuring that all relevant risks are considered.
<b>Conducting</b>	Gathering sufficient and well-documented evidence to arrive at sound conclusions, ensuring that an appropriate level of consideration is given to any contrary evidence throughout the project.
<b>Reporting</b>	Documenting results and developing reports that contain well-supported conclusions, using appropriate language, succinct wording and a respectful tone, to satisfy reporting requirements.
<b>Service Focus</b>	Understanding internal and/or external clients' needs, engaging in effective communication and building strong working relationships to deliver high quality service.
<b>Project Management</b>	Conducting effective project management by managing scoping, schedules, budgets, resourcing and risk, and ensuring alignment of activities/deliverables to achieve desired outcomes.

## INDIGENOUS RELATIONS COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. 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.

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Employee Signature

Date