**Applicant Instructions:**

All applicants are required to submit three documents (emailed as one submission):

1. Cover letter
2. Resume
3. Qualifications Matrix (see below)

**Qualifications Matrix:**

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| --- | --- |
| PART A: Eligibility to work in Canada | Confirmation is required |
| PART B: Education | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you met the required education |
| PART C: Experience | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you gained each type of required experience |
| Evidence of all essential qualifications listed above must be clearly presented for an application to be screened to the next phase in the competitive process. **Failure to provide the above information in the format required will result in your application not being advanced in the selection process.****Please limit this qualification matrix to a maximum of five pages.** |

IMPORTANT:

Information on your described skills, experience, etc. provided in the qualification matrix must be supported by your resume (including month/year of start and end dates)

It is NOT sufficient to only state:

* Qualifications are met; or
* See Resume; or
* To provide a listing of current or past responsibilities.

The job questionnaire is not intended to be a duplication of your resume.

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| PART A: ELIGIBILITY |
| APPLICANT NAME:  |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada.Please confirm YOUR CURRENT CITIZENSHIP/IMMIGRATION STATUS ALLOWS YOU TO ACCEPT EMPLOYMENT IN CANADA. |
|  YES |  NO |
|  |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada. Please select the response that best describes your current legal entitlement to work in Canada: I am a Canadian citizen or permanent resident I have a valid temporary work permit None of the above |
|  |

**IMPORTANT SCREENING INFORMATION:** SUPPORTING EVIDENCE TO CORROBORATE EDUCATION AND EXPERIENCE MUST APPEAR WITHIN THE APPLICANT’S RESUME, WITH CLEAR DATES (MONTH/YEAR) SO THAT THE NUMBER OF YEARS OF EXPERIENCE MAY BE VERIFIED.

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| PART B: EDUCATION |
| EDUCATION REQUIREMENT: Canadian accounting designation (CPA) or equivalent. |
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| PART C: EXPERIENCE |
| EXPERIENCE REQUIREMENT #1: Eight years of post-designation progressive related experience combining: * + Demonstrated strategic leadership experience in large, complex financial statement audit projects at a senior level; and
	+ Experience in leading, planning, managing, conducting, and reporting financial statement audits in accordance with generally accepted auditing standards in a public sector setting.
 |
| *Tip:**To demonstrate how you meet the above requirements, in this box please provide examples that include:** *your title*
* *duration (year and month)*
* *size of the audit*
* *factors making it complex*
* *the sector it was in*
 |
| EXPERIENCE REQUIREMENT #2: Progressive project management experience, including managing project life cycles, planning, budgeting, execution, monitoring, communications management, risk management and project closing. |
| *Tip:**To demonstrate how you meet these requirements, in this box please provide examples that include:** *your title*
* *your role*
* *duration (year and month)*
* *topic/client of the audit/project*

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| EXPERIENCE REQUIREMENT #3: Experience leading a team of audit/accounting professionals by providing direction, supervision, coaching, mentoring, and motivating staff. |
| *Tip:**To demonstrate how you meet these requirements, in this box please provide examples that include:** *your title*
* *your role and relationship to the professionals*
* *number of team members*
* *duration (year and month)*
* *topic/client of the audit/project*
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| EXPERIENCE REQUIREMENT #4:: Experience in applying professional standards to guide the quality of audits.  |
| *Tip:**To demonstrate how you meet these requirements, in this box please provide examples that include:** *your title*
* *standards used*
* *topic/client of the audit/project*
* *duration (year and month)*
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| EXPERIENCE REQUIREMENT #5:: Experience establishing collaborative relationships with senior leaders and creating and delivering executive-level presentations and written reports for the purposes of decision making.  |
| *Tip:**To demonstrate how you meet these requirements, in this box please provide examples that include:** *your title*
* *titles of the senior leaders*
* *topic of the report/presentation*
* *duration (year and month)*
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| PREFERENCE #1: Preference may be given to candidates who have experience working with Canadian Public Sector Accounting Standards. |
| *Tip:**To demonstrate how you meet these requirements, in this box please provide examples that include:** *your title*
* *organization*
* *topic/client of the audit*
* *duration (year and month)*
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| PREFERENCE #2: Preference may be given to candidates who have experience working in the public sector.  |
| *Tip:**To demonstrate how you meet these requirements, in this box please provide examples that include:** *your title*
* *organization*
* *duration (year and month)*
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