**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* |
| 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* |
| 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)* |
| 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)* |
| 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)* |
| 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)* |