



## IDENTIFICATION

<i><b>Position Number</b></i>	<i><b>Position Title</b></i>	
15-11224 15-1027	Internal Auditor IV	
<i><b>Department</b></i>	<i><b>Community</b></i>	<i><b>Division/Region</b></i>
Finance	Yellowknife	Internal Audit Bureau/HQ

## PURPOSE OF THE POSITION

Internal Auditor IV conducts a full range of audits approved by the GNWT wide Audit Committee under the authority of Financial Administration Manual (FAM). These audits provide guidance to Departments and Agencies in operational efficiency, effectiveness, quality, transparency, accountability, and integrity of the operational management. The position allows the fully qualified incumbent to continue developing the required competencies on the road to becoming an expert independent professional internal auditor.

## SCOPE

The Internal Auditor IV covers all events and activities where GNWT resources are used. The Internal Auditor IV will audit a specific program in a Department/Division or the business process of more than two departments covering Administration, Finance, Human Resources, Procurement or Technology. During the audit process, the incumbent will provide advice to Department Managers and Senior Management on governance framework, risk management, and internal control issues related to the audit coverage. The incumbent is given more freedom over the audit objectives and the audit process as they gain more experience and knowledge.

The work of the Internal Auditor IV is directed by the Institute of Internal Auditors' (IIA) International Professional Practices Framework. In order to help Senior Management manage their operational risk of achieving efficiency and effectiveness, the Internal Auditor IV will conduct an independent evidence based internal control capacity assessment of the governance framework, information integrity, compliance, and asset safety before reporting on operational issues. The impact of audit recommendations made by the Internal Auditor IV will range from contributory for broadly scoped audits to shared influence where auditor has been tasked to provide specific recommendations. Each of the audit projects undertaken by the incumbent can have a total annual expenditures/revenue ranging from \$10 million to \$100 million requiring a combined effort of 450 to 1,000 direct audit hours. Operational audit reports are issued to Deputy Ministers. Summaries of audit reports are provided to the Audit Committee and the Financial Management Board.

The Internal Auditor IV has a direct reporting relationship to an Internal Audit Manager. However, as the work of the Internal Audit Bureau is project based, the Incumbent may be accountable to two or more individuals depending upon project work load. Normally, the incumbent will work on three to five projects concurrently. This work is normally performed in client departments located in either Yellowknife or other NWT communities.

## **RESPONSIBILITIES**

1. The Internal Auditor IV assumes responsibilities as auditor-in-charge for projects where similar audit work has not been done in over five years. A challenge for the Internal Auditor IV will be to quickly understand the governing legislation and policy and come to terms with the people, process, and technology used in the audit area. Some of the most likely assignments for Internal Auditor IV are:
  - a. Operational Audits – evaluating the system of internal controls established by management over a function/process to support the achievement of the organization/program objectives efficiently and effectively. Operational audits encompass “Performance audit” or “Value for money audit”.
  - b. Information Technology Audits – examining management controls within an information technology infrastructure to determine if the information systems are safeguarding assets, maintaining data integrity, and operating effectively to achieve the organization’s objective.
  - c. Business Risk Assessment – conducting risk assessment of Departmental specific programs (e.g. Student Financial Assistance, Corrections) or functional areas within the GNWT (e.g. – Administration, Finance, Human Resources, Information Technology, or/and Procurement) to determine the level of inherent risk, management risk appetite, and residual risk.
  - d. Business Process Improvement – using audit discipline to improve the efficiency, effectiveness, or economy of a process.
  - e. Control Self-Assessment – using audit disciplined process in which management and/or work team directly involved in the function assess the effectiveness of controls, the level of residual risk, and/or the achievability of objectives through facilitated workshops/surveys.
2. In addition to scheduled audits noted above, the Internal Auditor IV provides support to other staff working on other scheduled and unscheduled assignments such as:
  - a. Special Investigations - directed by the Comptroller General under Part X of FAA (FAM 4101, Loss of Cash or Other Assets ), these audits will establish proof or refute the allegations such as: action by public officers to conspire or assist any person in defrauding the GNWT, making false entry in records, or unethical behaviour. These audits also cover conflict of interest, breach of trust, and code of conduct investigations.

- b. Readiness Audit – reviewing a process or project before a major change, such as new program or IT system, is fully implemented to determine whether the organization is fully prepared for a successful transition.
  - c. Risk Self-Assessment – engaging client Department in the identification and assessing inherent risks.
  - d. Special Projects – addressing ad-hoc request by management to conduct an independent data collection, analysis, and reporting of function/program using the rigour of audit methodology.
- 3. The Internal Auditor IV will identify serious operational issues using critical thinking to analyze complex concerns and communicate through various means, including writing the audit reports. The Internal Auditor IV is a team player. However, the Internal Auditor is expected to work independently to assess range of information objectively, including highly confidential data, collected throughout the audit using interpersonal skills.
- 4. The Internal Auditor IV keeps open communication with his/her supervisor and the client department regarding the status of audit projects. Throughout the audit process, the Internal Auditor IV interacts with operating staff and presents the final results to Directors and Assistant Deputy Ministers. The audit process requires collecting and analyzing data, interviewing client staff, identifying and evaluation of key internal controls, using technology effectively to perform audit tasks, and understanding the operating business.
- 5. The incumbent is expected to quickly become familiar with the range of operating environments to identify the key internal controls and assess inherent and residual risks. The Internal Auditor IV will need to be persistent and consistent in the pursuit of relevant, reliable, accurate, complete and timely audit information. The auditor is required to challenge the assertions made by management and withstand a strong challenge by management to audit findings and recommendations.
- 6. The Internal Auditor IV will adhere to approved project budget while carrying out the specific tasks for each project. The actual tasks will vary depending on the nature and complexity of each assigned audit project but will generally cover the following areas:
  - a. Planning the Audit Assignment:
    - i. Clarifying the audit scope and objective and ensure it is understood by engaging all concerned stakeholders (i.e. client, supervisor, managers, etc.).
    - ii. Collecting and preparing preliminary survey information by interviewing, comparative analysis, flow charting, analysis, and exploratory sampling to:
      - 1) Document a system overview in sufficient detail to identify internal control weaknesses.
      - 2) Prepare a project inherent risk assessment of the operations.
    - iii. Consulting with the Audit Manager /Director on major risks for the project to determine areas of audit emphasis.
    - iv. Organizing in-house meetings and incorporating risk assessment feedback from other internal auditors in the project risk assessment

- v. Preparing a clear audit plan that addresses key residual risks within the target audit budget time for review and approval by the Internal Audit Manager.
  - vi. Preparing audit programs that achieve the established SMART audit objectives for review and approval by the supervisor. Use of other Internal Auditors in the execution of audit program should be clearly specified.
- b. Executing field work:
- i. Working within an agreed hourly project budget for fieldwork, completes audit programs in a timely manner.
  - ii. Recognizing unknown issues and preparing rationale to change/modify audit scope and/or objectives of the project
  - iii. Compiling audit evidence that is relevant, reliable, complete, accurate, timely, and economical by conducting research and analysis of client records. When necessary, be prepared to challenge management assertions
  - iv. Preparing professional working papers that are clear and understandable.
  - v. Using basic Audit Command Language software functions (import, export, extract, summarize, classify, stratify etc.) to prepare electronic working papers.
  - vi. Preparing clear, concise summaries of findings in plain language for review and approval by the supervisor.
  - vii. Developing audit conclusions that are based on audit evidence to conclude on the adequacy and effectiveness of internal controls for review and approval by the supervisor.
  - viii. Preparing clear and concise audit development lead sheets that incorporate the condition statement, criteria, evidence, underlying cause for the condition, for review and approval by supervisor.
  - ix. Maintaining professional relations with clients. Update the operating client on the audit status on interim basis with information on major risk noted.
- c. Reporting:
- i. Identifying important operational issues to bring to management attention and the risk of not addressing the issues
  - ii. Conducting an in-house meeting with all available audit staff to present and receive feedback on significant audit findings
  - iii. Convening meeting with the client department staff to present, review and discuss audit findings and negotiate the proposed management actions.
  - iv. Preparing a one-page audit report outline that clearly conveys the appropriate key messages
  - v. Drafting audit reports based on approved one-page outline that communicate significant audit findings addressed to Deputy Minister when acting as auditor-in-charge
  - vi. Providing the necessary information and support in responding to any challenge raised by client departments regarding audit findings and look for a win-win solution.
  - vii. Finalizing audit reports that incorporate management responses for review by Audit Manager/Director.

7. The Internal Auditor IV will conduct peer review of the audit working papers completed by other auditors and provide the feedback to improve the audit process and support objective audit findings. The incumbent will also provide hands-on coaching on specific audit topics to less experienced auditors.
8. The Internal Auditor IV will participate on government committees such as Job Evaluation Committee or interdepartmental projects.
9. The incumbent also contributes to the operations of the Internal Audit Bureau to ensure that procedures and guidelines remain current with international professional standards and successful practices by identifying any procedural gaps in the Internal Audit Manual.
10. The Internal Auditor IV is responsible for the assigned equipment and the audit files. Security and confidentiality of these assets is paramount during the audit.

## KNOWLEDGE, SKILLS AND ABILITIES

The incumbent will acquire some competencies at internal audit position while other competencies will develop with additional knowledge and experience. The incumbent is expected to already have the knowledge, skills, and abilities of Internal Auditor III and continue development toward the Internal Auditor V position.

Cognitive Skills	Behavioural Skills
<b>Technical skills</b> <ul style="list-style-type: none"> <li>• Excellent oral and written communication, including presentation skills.</li> <li>• Expert in using computer for data analysis, developing models, and audit application.</li> <li>• Proficient in internal auditing techniques on risk management, control systems, project control, and applications of internal auditing standards.</li> </ul>	<b>Personal skills</b> <ul style="list-style-type: none"> <li>• Shows professional demeanour.</li> <li>• Willingly accepts/meets commitments.</li> <li>• Determined/persevering in completing the assigned responsibilities.</li> <li>• Inquisitive but carries a professional scepticism.</li> <li>• Accepts ambiguity and diversity.</li> <li>• Adaptable.</li> <li>• Handles stress well.</li> <li>• Understands own weaknesses.</li> <li>• Works with minimum supervision.</li> <li>• Works effectively in unstructured environment.</li> <li>• Professional confident.</li> </ul>
<b>Analytical/Constructive skills</b> <ul style="list-style-type: none"> <li>• Ability to conduct wide range of research/fact finding.</li> <li>• Proficient in analysis of collected data to evaluate impacts of alternative courses of action.</li> <li>• Documents reasons and conclusions.</li> <li>• Skillful in conducting organization analysis of processes, systems, risks, controls, strategies, networks, and culture.</li> <li>• Adept at systems design covering organizational control systems and risk management systems.</li> </ul>	<b>Interpersonal skills</b> <ul style="list-style-type: none"> <li>• Communicates concisely and effectively.</li> <li>• Makes persuasive presentations.</li> <li>• Sensitive in dealing with others.</li> <li>• Supportive of others.</li> <li>• A team player.</li> <li>• Provides directions to other staff with sensitivity and productively.</li> <li>• Develops skills by delegating well for assigned project among team members.</li> </ul>
<b>Appreciative/Judgmental skills</b> <ul style="list-style-type: none"> <li>• Discriminates on issues of importance and sees outcome/impact of actions.</li> <li>• Discerns effects of organizational and environmental changes.</li> <li>• Appreciates the value of quality of work.</li> <li>• Appreciates the importance of adding organization value.</li> <li>• Strives for continuous improvement in work and personally.</li> <li>• Manages judgment under ambiguity.</li> <li>• Builds "soundness" and "credibility" into process/outcome.</li> </ul>	<b>Organization skills</b> <ul style="list-style-type: none"> <li>• Identifies key organizational strategies, processes, systems, and issues.</li> <li>• Sees GNWT from a cross-functional perspective.</li> <li>• Identifies organization culture.</li> <li>• Supports and continually improves internal auditing work processes.</li> <li>• Builds understanding about risk and controls across Departments.</li> <li>• Communicates effectively about the progress/outcome of internal auditing work.</li> </ul>

The Internal Auditor IV will acquire the above competencies through extensive knowledge and skill gained through in-depth experience in internal auditing. Typically, the above competencies can be attained through a combination of education, experiences or both such as:

- A four year business degree from a recognized accredited university, and
- Certified Internal Auditor designation, and
- Over three years of current government internal audit experience primarily in operational and information technology audits.

The incumbent is responsible for attaining sufficient professional development education annually to maintain the respective professional accounting or auditing designation.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands – office work environment.

### **Environmental Conditions**

No unusual conditions – office work environment.

### **Sensory Demands**

No unusual conditions – office work environment.

### **Mental Demands**

The nature of audit work requires the internal auditor to challenge the presented information. Likewise, the various stakeholders will challenge the audit findings and recommendations. While issues must be handled professionally, the on-going conflict presents stress throughout the audit process.

There is disruption in lifestyle caused by duty travel outside of Yellowknife, three to five times a year, for a period of 10 to 14 consecutive calendar days per trip. Duty travel on short notice may be required for special projects.

Due care must be exercised when gathering audit evidence as well as reporting. This is especially critical in cases involving legal proceedings or employee disciplinary actions. Audit Reports express professional opinions on the matters under review. Some of the implications of developing erroneous conclusions include possible derailment of legal proceedings, and/or exposing the GNWT to liability. The reputation of the internal auditor and the Internal Audit Bureau could be severely damaged.

Stress is also caused due to the requirement to complete audit work within time constraints assigned for the project. Legislative directives drive some of the deadlines.

The internal auditor may be exposed to emotionally disturbing experience if involved in Special Investigations as there may be unsettling situations.



## **ADDITIONAL REQUIREMENTS**

### **Position Security (check one)**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

### **Official Language Considerations (check one)**

- ☒ Not required
- ☐ Bilingual required (state language): \_\_\_\_\_