



IDENTIFICATION

Department	Position Title	
Finance	Director, Internal Audit Bureau	
Position Number	Community	Division/Region
15-0045	Yellowknife	IAB/HQ

PURPOSE OF THE POSITION

The Director, Internal Audit Bureau is accountable for the provision of a broad, comprehensive internal audit function within the Government of the Northwest Territories. The Director reports operationally to the GNWT Audit Committee and administratively to the Assistant Deputy Minister/ Comptroller General.

This position carries out its responsibilities in accordance with the Financial Administrative Act, the Financial Administration Manual and various GNWT policies and procedures.

SCOPE

The Director follows the *Financial Administration Act* by providing internal audit and management consulting services to all departments, boards, and agencies. The Director establishes the framework to support Executive Management with continuous improvement of internal controls to manage GNWT risks per Institute of Internal Auditing standards. Under the leadership of the Director, audit reports make recommendations on the operational efficiency and effectiveness by assessing the legislative framework followed by an examination of information integrity, conformance with legislative and contractual requirements to enhance GNWT asset value.

The Director takes the lead role in performing special investigations under the Financial Administration Act for the purpose of protecting public sectors assets which include engaging a number of stakeholders such as legal, law enforcement, and government officials.

The Director oversees advanced-level professional internal auditing work as a key component of the GNWT governance structure, emphasizing a risk-based approach designed to assist

management in attaining its objectives. The internal audit function provides assurance on governance, risk management and internal controls for all departments, boards, and agencies. This involves directing a comprehensive internal audit program, including performance, operational, financial, and compliance audit projects; providing management consulting services to GNWT's management and staff; providing direction to the development of the internal audit plan; and providing ongoing training, coaching, and supervision to internal audit staff. The Director maintains GNWT and professional, ethical standards and ensures all internal audit activities are carried out in conformance with the International Standards for the Professional Practice of Internal Auditing.

The Director maintains working relationships with managers at all levels within the GNWT to work through audit findings, recommendations and to provide information sharing and consultative services. The Director must also maintain a number of external relationships such as ongoing liaison with staff members of the Office of the Auditor General of Canada, the Commercial Crime Division of the RCMP, as well as members of the local Crown Attorney's Office.

DIMENSIONS

- The Director has one direct report and four indirect reports.
- Compensation & Benefits \$920,000
- Operations & Maintenance \$272,000
- Grants & Contributions \$0
- Capital \$0

RESPONSIBILITIES

1. Directs audit staff in the planning, organizing, directing, and monitoring of internal auditing operations.
2. Directs the identification and ongoing evaluation of the GNWT's audit risk areas and oversees the development of the audit plan based on identified risks aligned with the Audit Committee objectives.
3. Directs the overall performance of audit procedures, including identifying and defining issues, developing policies and procedures, establishing criteria, reviewing and analyzing evidence, and documenting client processes and procedures.
4. Directs the audit staff to identify, develop, and document audit issues and recommendations for improvement.
5. Communicates the results of the audit and consulting projects via written reports and oral presentations on a timely basis to all levels of management or its appropriate committees.
6. Develops and maintains productive team-oriented client, staff, and management, relationships through individual contacts and group meetings

7. Pursues professional development opportunities, including internal and external training and professional association memberships, and shares information gained with coworkers.
8. Provide options for governance, risk management and internal controls auditing to the GNWT Audit Committee.
9. Prepare annual report for the Financial Management Board under the guidance of the Audit Committee.
10. Benchmarks audit work processes and promotes continuous process improvement.
11. Leads the IAB's quality assurance and improvement program.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may be required to travel periodically. This position may require the incumbent to work with competing demands. The incumbent deals with senior management and is the expert and will be required to speak to resolutions and justification for audit recommendations and report detail. The content of the information reviewed as part of any audit can also be sensitive and of a difficult nature.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of and skill in applying internal auditing principles and practices, management principles and preferred public sector practices.
- Detailed knowledge of the International Standards for the Professional Practice of Internal Auditing and Code of Ethics
- Extensive knowledge of contemporary risk management and internal control techniques and working knowledge of contemporary control frameworks
- Knowledge of management information systems terminology, concepts, and practices
- Extensive knowledge of common indicators of fraud
- Working knowledge of control and risk self-assessment facilitation techniques
- Effective written and verbal communication skills
- Strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities
- The ability to work to deadlines and respond effectively to frequent changing deadlines.

- The ability to work effectively within larger senior management teams

Typically, the above qualifications would be attained by:

A relevant university degree, Certified Internal Auditor designation plus 8-12 years of progressive experience in the audit field, including at least five years of relevant management experience.

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

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select Language

- Required
- Preferred