



## IDENTIFICATION

Department	Position Title	
Finance	Intern, Internal Audit	
Position Number	Community	Division/Region
15-17671	Yellowknife	Internal Audit Bureau/HQ

## PURPOSE OF THE POSITION

The Intern, Internal Audit, assists in completing internal audits approved by the GNWT-wide Audit Committee, as outlined in the Financial Administration Manual (FAM). Internal audits help departments and agencies make informed decisions about operational efficiency, effectiveness, quality, transparency, accountability, and integrity. The position allows a candidate to develop the required competencies on the road to becoming a fully qualified independent professional internal auditor.

## SCOPE

Located in Yellowknife and reporting to the Internal Audit Manager I, the Intern, Internal Audit covers all events and activities where GNWT resources are utilized. Working under the guidance of experienced internal auditors, the work of the Intern, Internal Audit focuses on areas of a department that involve management control in a specific program or the business processes of one or more departments, including Administration, Finance, Human Resources, Procurement, or Technology. The work completed by the Intern, Internal Audit is submitted to senior auditors for review and becomes part of audit reports issued to Deputy Ministers.

The work of the Intern, Internal Audit is guided by the Institute of Internal Auditors' (IIA) Global Internal Audit Standards. The Intern, Internal Audit compiles, analyzes, and synthesizes information to support an independent, evidence-based assessment of the governance framework, information integrity, and compliance, helping Senior Management make informed decisions.

As the work is project-based, the incumbent may be accountable to two or more individuals depending upon project workload. Normally, the incumbent will work on two to three projects concurrently. This work is often performed in client departments located in either Yellowknife or other NWT communities. The Intern, Internal Audit is supported by the supervisor when



challenging management assertions and responding to management challenges of audit findings and recommendations.

## **RESPONSIBILITIES**

### **1. Assists with scheduled and unscheduled audit projects.**

- 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".
- Information Technology Audits - examining general 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 objectives.
- Special Investigations - directed by the Comptroller General under Part X of FAA (FAM 4101, Loss of Cash or Other Assets), these audits establish proof or refute allegations such as action by public officers to conspire or assist any person in defrauding the GNWT, making false entries in records, or unethical behaviour. These audits also cover conflict of interest, breach of trust, and code of conduct investigations
- Compliance Audits - reviewing both financial and operating controls to assess conformance with established legislation (e.g. FAA, Access to and Protection of Privacy ATIPP), regulations, policies (e.g. Business Incentive Policy, Visual Identity Policy), plans, procedures, contracts (e.g. collective agreement) or other requirements
- Follow-up Review - assessing the adequacy and appropriateness of actions taken by management to resolve the issues identified in previously issued audit reports and determine if the risk has been addressed by management.

### **2. Work with client departments.**

- Assist in identifying key internal controls and inherent risks.
- Pursue relevant, reliable, accurate, complete, and timely audit information

### **3. Assists in planning the Audit Assignment.**

- Understand the project scope and objectives
- Analyzing the issues
- Working with the supervisor to collect information in identifying major risks of the audit activity to determine areas of audit emphasis in developing the audit plan and audit programs.
- Participating in in-house risk assessment meetings.



**4. Assists in executing field work.**

- Comprehending the requirements of audit programs that include Specific Measurable Achievable Realistically Timely (SMART) objectives designed to test internal controls
- Interviewing and interacting with the operating department staff.
- Identification of key internal controls, use of technology to effectively perform audit tasks, and understanding of the business
- Completing the assigned audit programs in a timely manner
- Gathering audit evidence by conducting research and analysis of records such as financial information from the System of Accountability and Management (SAM), or client records.
- Using basic Audit Command Language software functions (import, export, extract, summarize, classify, stratify etc.) to prepare electronic working papers
- Preparing standardized working papers that are clear and understandable for review and approval by the supervisor
- Preparing clear, concise summaries of audit findings for review and approval by the supervisor
- Drafting 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
- Preparing clear and concise audit issue development sheets that incorporate the condition statement, criteria, evidence, and underlying cause under the direction of a supervisor
- Maintaining professional relations with clients.

**5. Assists in Reporting.**

- Participating in in-house meetings with other internal auditors to listen and provide feedback on audit findings
- Attending meetings with client department staff to review audit findings and proposed management action plans
- Reviewing draft audit reports that communicate audit findings.

**6. Identifying any potential gaps in the Internal Audit Manual.**

**7. Responsible for assigned equipment and audit files. Security and confidentiality of these assets is paramount during an audit.**



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**

No unusual demands

### **Mental Demands**

Duty travel outside of Yellowknife, which occurs one to two times a year, for a period of up to 10 to 14 consecutive calendar days per trip. Duty travel on short notice may be required for special projects.

The Intern, Internal Audit may be exposed to emotionally disturbing experiences if involved in Special Investigations as there may be unsettling situations.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Written and oral communication skills.
- Knowledge of software for word processing, spreadsheets, email and presentations.
- Ability to research a wide range of topics.
- Ability to problem solve.
- Awareness of organizational culture.
- Skills in listening and understanding people.
- Ability to work in groups and individually.
- Organizational Skills.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

A university degree.

Equivalent combinations of education and experience will be considered.



### **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