

Internal auditing is an integral part of the accountability process. It provides Senior Management and the Governance Council with an impartial, systematic appraisal of the Commission's operations. Internal audit provides assurance by assessing and reporting on the effectiveness of governance, risk management, and control processes designed to help the organization achieve strategic, operational, financial, and compliance objectives.

This position requires thorough knowledge of WSCC programs, systems, and workflows; internal audit methodology; and recognized professional standards and guidelines. The Internal Auditor is required to know specialized auditing procedures that apply to fraud related audits. The Internal Audit Charter charges the Internal Auditor with the responsibility to provide a comprehensive internal audit program within the WSCC using the Institute of Internal Auditors' *Standards for Professional Practices of Internal Auditing* as an operational framework.

The Internal Auditor contributes in the preparation of the WSCC Internal Audit Plan annually and ensures that it is aligned with the organization's strategic objectives. Internal Audit function provides consultative services to the Governance Council and Senior Management on risk management and compliance; general business and management issues.

The audits managed by the Internal Auditor are classified into two categories:

Scheduled audits: Independent reviews of the operations to ensure the integrity of information, compliance with the policies and procedures, risk assessment, efficiency, and effectiveness of operations.

Unscheduled Audits: Special projects and investigations/inquiries are intended to address urgent issues for the President, Senior Management and the Audit Committee, through the Manager, Internal Audit and Investigations.

The Internal Auditor is familiar with generally acceptable internal audit standards including those that pertain to communication of audit results and subsequent follow-up. The Internal Auditor determines whether managers have responded adequately to audit findings and recommendations.

Internal Auditor prepares regular reports on the audit assignments and contribute to the Quarterly and Annual reports that are provided to the Audit Committee, President and Senior Management, through the Manager, Internal Audit and Investigations.

RESPONSIBILITIES

1. Develops and maintains a comprehensive internal audit plan, in consultation with the Manager, Audit

- Develops and maintains a comprehensive internal audit program to confirm the WSCC's mission, vision and values, and strategic plan and goals;

- Develops, communicates, implements and monitors the Internal Audit Plan based on a Comprehensive Risk Management framework;
- Establishes internal policies for the audit activity and updates Standard Internal Audit Operating Procedures as required
- Leads the development of audit programs including scope; audit objectives and criteria; and audit processes and procedures;
- Prepares the Quarterly Performance Report;
- Monitors compliance with relevant acts and regulations, policies, and procedures;
- Prepares and presents a status report on the follow-up of previous years Audit Reports to the Audit Committee;
- Prepares and updates Internal Audit Charter and Manual.

2. Plans, schedules, and performs internal audits and reviews

- Identifies key risks, weaknesses, or opportunities for improvement;
- Reviews the reliability and integrity of financial and operational information and the means used to identify, measure, classify, and report on such information;
- Reviews WSCC operations and programs to ascertain whether results are consistent with established goals and objectives, and programs are being carried out as planned;
- Reviews systems to ensure compliance with policies, plans, and procedures established by the WSCC as well as the provisions of the *Workers' Compensation Acts*;
- Audits entities external to the Commission to ensure amounts charged to the WSCC or paid by it are valid;
- Prepares complete reports of audit results and include recommendations for improvements and relevant advice and direction to senior management;
- Conducts special investigations of suspected or reported irregularities affecting WSCC assets;
- Maintains quality control standards for all aspects of the audit function;
- Monitor WSCC action plans for responding to recommendations and reports to the Audit Committee. This includes maintaining regular communication with managers to ensure satisfactory corrective action is in place; and
- Pursues professional development through continuing education and training; literature reviews, and participation in professional associations.

3. Provides consultative services to the Senior Management regarding management control issues within the WSCC, under the guidance of the Manager, Internal Audit and Investigations

- Identifies, analyzes, recommends, and monitors process changes to reduce risk, correct controls, and improve systems;
- Provides advice to senior management involved with organizational change initiatives on the internal control and risk considerations; and
- Keeps abreast of best practices and trends in the audit and compliance fields and shares information as required.
- Duty travel as required (up to three times per year)
- Other duties as assigned by the Manager

KNOWLEDGE, SKILLS AND ABILITIES

- In depth working knowledge of Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS), and Generally Accepted Auditing Standards (GAAS);
- Ability to conduct different types of audits such as program, fraud-related, compliance, operational, and finance audits;
- In depth working knowledge of and ability to apply best practices in financial and human resources management;
- Demonstrated ability to read and interpret legislation and policies;
- Strong written and verbal communication skills, including the ability to provide advice and recommendations and to maintain professional communication skills in difficult circumstances;
- Strong strategic thinking skills and judgement
- Demonstrated and proven ability to research, analyze, and synthesize multiple concepts and priorities;
- Experience in developing and managing multi-year audit plan(s);
- Ability to work with a wide range of computer applications, including word processing, and spreadsheet applications
- Experience working with financial and human resources data bases and programs;
- Ability to meet deadlines and respond to frequently changing deadlines;
- Excellent interpersonal skills to work effectively with staff at all levels in the organization;
- Instinct and forethought to help determine the nature and extent of any anomalies that have previously gone unnoticed.
- Ability to work in a cross-cultural work environment
- Working knowledge of workers' compensation insurance and prevention
- Awareness of safety culture

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

A high level of concentration and attention is essential. Work must be of the utmost level of accuracy.

Mental Demands

Competing demands around deadlines can lead to some degree of mental stress.

The scope of work can involve politically sensitive issues and tight timeframes with a high degree of intensity.

The incumbent travels, on average, three times a year.

Typically, the above qualifications would be attained by:

A university degree and the Certified Internal Auditor designation or an accounting designation with three (3) years of progressive internal audit 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

Aboriginal language: To choose a language, click here.

- Required
- Preferred

CERTIFICATION

Title: Internal Auditor

Position Number(s): 97-9923

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| <p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p> | <p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p> |
| <p>_____ Senior Manager</p> <p>_____ Date</p> | <p>_____ Date</p> |
| <p>_____ President & CEO</p> <p>_____ Date</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p> | |
| <p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p> | |

Reviewed by HR: _____