

CORPORATE AUDITOR SERIES

INCLUSIONS

This is a four level series that applies to positions that provide professional audit services from within Internal Audit and Consulting Services or the Office of the Auditor General.

Positions require an accredited accounting designation (i.e. Chartered Accountant - CA, Certified Management Accountant – CMA, Certified General Accountant - CGA). A masters degree in a pertinent field of study (i.e business administration, economics) or a professional designation in a specialty area (i.e. Certified Information Systems Auditor - CISA, Certified Internal Auditor – CIA, Certified Fraud Examiner – CFE) combined with related experience may be accepted, depending on the level and area of specialty.

Work is carried out within the framework of established legislation, regulations and government policy, including those applicable to the entity being audited. Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) apply to these positions.

EXCLUSIONS

Excluded from this series are those departmental positions that are responsible for auditing external agencies and organizations in their application of/compliance to Governmental statutes and regulations. Also excluded are positions where the primary duties and responsibilities are included in the definition of any other classification specification.

DEFINITIONS

“Professional Audit Services” includes a range of audit responsibilities from planning, conducting, reporting and finalization. Generally, positions are specialized by audit type such as: financial statement, operational, value for money, comprehensive, forensic or investigative auditing.

“Audit Office” refers to Internal Audit and Consulting Services from the Department of Finance or to the Office of the Auditor General.

“Complexity and Size” References to audit “complexity” and “size” are intended to portray the relative progression of these dimensions through each level of this series. These dimensions are determined using professional judgment of multi-faceted risk factors associated with the nature and scope of the audit work and the consequence of error as follows.

Complexity factors include risks associated with:

1. Impact on Internal and External Stakeholders
2. Internal Control Environment
3. Program or Organizational Complexity
4. Program, Organizational or System Changes
5. Accounting and Reporting Issues (related to Financial Audits)

Different levels of audit complexity are described as follows:

“Low Complexity” generally refers to audits where two or more of the complexity factors are ranked as low risk.

“Medium Complexity” generally refers to audits where more than two of the complexity factors are ranked as medium risk

“Complex” generally refers to audits where two or more of the complexity factors are ranked as high risk.

“Very complex” generally refers to audits where three or more of the complexity factors are ranked as high risk.

Different audit sizes are described as follows:

“Small” refers to financial statement audits that have 200 hours or less, expenses not significantly material to Gov Reporting entity overall, and no highly complex financial transactions or activities.

“Medium” refers to financial statement audits that have 200 to 800 hours, some complexity involved (accounting/IT/financial reporting).

“Large” refers to financial statement audits that have 1000 hours plus and complex accounting/financial reporting issues/ information systems/high volume expenses.

While these size metrics are in the context of a financial statement audit - they might be applied to other types of audits as well.

Level 1 (AX1)

GENERAL INTENT

This is the entry level of this series. At this level, the primary responsibility is to conduct medium sized audits or special projects of low complexity with supervision. Assistance in audit planning and preparation of audit reports containing key findings and recommendations, provision of guidance and direction to more junior staff (students, trainees), and participation as a team member on large or complex audits are functions at this level.

FACTORS

Skills/Expertise

- Limited auditing experience.
- Sound knowledge of accounting and auditing standards, principles and practices.
- Ability to interpret Acts and regulations.
- Ability to use computer applications as an auditing and reporting tool.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain good working relations with government personnel, etc.
- Ability to work independently as well as in a team environment.

Independence of Action/Decision Making

- Works within defined audit objectives and is responsible for organizing assignments to ensure that audit objectives are being achieved.

Supervision Received

- Goals are set annually by a senior auditor. Specific expectations are set by a senior auditor before each audit. Ongoing supervision is provided throughout the audit. Work is reviewed and audit is finalized by a more senior auditor.
- Close supervision is provided on larger or complex team audits.

Contacts

- Communication with client occurs on an assignment level.
- Information, issues, concerns or enquiries concerning planned or requested services are received as information and are relayed to more senior auditors or to management.
- Will act as a resource to client departments on an assignment level basis as required.

Level 2 (AX2)

GENERAL INTENT

This is the full working level of this series. At this level, the primary responsibility is to conduct medium sized audits in diverse environments or special projects of routine to medium complexity with general supervision. Preparation of audit plans and reports containing key findings and recommendations for finalization by a senior auditor, development of custom audit programs, participation in exit meetings, and team leadership or participation depending on the complexity of the audit, are functions at this level. When assigned as team lead, provides direction to junior staff, assigns work, and reviews work progress and standards. May perform staff appraisals at the assignment level.

FACTORS

In addition to the description at the AX1 level , the following applies to the AX2:

Skills/Expertise Required

- Some varied auditing experience.
- Thorough knowledge of auditing and accounting standards, principles, and practices and ability to apply various techniques and approaches.
- Thorough knowledge of management practices, systems and processes and knowledge of government organizations.
- Some management consulting and problem-solving experience in analyzing various situations resulting in constructive recommendations and solutions.

Independence of Action/Decision-making

- Works independently within general direction given on workload priorities, scope, terms of reference and budgeted time. Prepares progress reports and justifies variances as required.

Supervision Received

- General supervision is provided and audits are finalized by a senior auditor.
- Direct supervision is provided on larger or complex team audits.

Contacts

- Ongoing communication with clients and middle management when determining audit criteria, to advise of progress, and ensure that client concerns are being addressed.
- Participates in, or may conduct, exit meetings with client departments.
- Contentious or sensitive issues and concerns or enquiries relating to planned or requested services are received as information and communicated to senior audit management.
- May act as a consultant to client departments as required on audits when assigned by management, e.g., participating on committees, providing problem-solving assistance or advice or specialist expertise to contribute to improved operation of the client department.

Level 3 (AZ1)

GENERAL INTENT

This is the advanced auditor level. At this level, the primary responsibility is to conduct and manage large and complex concurrent audits. Planning, coordination, resource allocation, delegation of work and instruction to auditors, and preparing specialized reports on complex or sensitive matters are functions at this level. As audit leader, will review scope and approve audit plans to ensure that audit objectives are being achieved. Provides direction on customized audit programs, conducts performance evaluations at the audit level, and provides input for annual appraisals. May assist with career planning and in facilitating developmental opportunities for staff.

FACTORS

In addition to the descriptions at the AX1 and AX2 levels, the following applies to the AZ1:

Skills/Expertise Required

- Several years of responsible and diverse auditing experience.
- Ability to apply advanced accounting and auditing standards, techniques and approaches.
- Thorough knowledge of diverse government organizations, management practices, systems and processes.
- Management consulting and problem-solving requiring analytical, evaluative or constructive thinking.
- Excellent presentation, interpersonal and human relations skills encompassing the ability to influence and motivate others.
- Ability to prepare reports including specialized reports on complex or sensitive issues.
- Strong leadership and management abilities.
- May participate in developing long-range and annual operating plans and objectives; prioritizes and allocates workload and resources.

Independence of Action/Decision Making

- Sets audit objectives. Communicates audit approaches and specific issues with a more senior auditor.
- Monitors over-all workload for portfolio of audit assignments to ensure that Audit Office objectives are being achieved as assigned.
- Participates in developing long-range and annual operating plans and objectives; prioritizes and allocates workload and resources as requested.

Supervision Received

- Broad goals are set annually by a more senior auditor. General supervision is provided by a more senior auditor or executive management on audits to which the auditor is assigned.
- Highly complex or contentious issues are referred to a more senior auditor or executive management. Discusses corrective action with more senior auditor as required.

Contacts

- Communication and liaison with client department occurs both at the middle and senior management levels and would normally be audit oriented. Includes conducting exit meetings and dealing with sensitive matters.
- Communicates with supervisor and the client on progress of audits or special projects.
- May act as a consultant to client department as required on broader management practices and financial matters when assigned by Audit Office Management, e.g., participating on committees, providing problem-solving assistance or advice or specialist expertise to contribute to improved operation of the auditee.

Consequence of Error

An error could impact overall government decision making and credibility of the Audit Office.

Level 4 (AZ2)

GENERAL INTENT

This is the most senior auditor level reporting to executive management of the Audit Office. At this level the primary responsibility is to conduct and manage highly complex or sensitive audits. Functioning as the key liaison with clients, planning, budgeting, prioritizing, directing and allocating resources and workload to meet Audit Office's objectives are functions at this level. Provides overall leadership and expertise in development of audit approaches and strategies, conducts performance evaluations, assists in career planning and facilitates developmental opportunities for staff.

FACTORS

In addition to the descriptions at the AX1, AX2, and AZ1 levels, the following applies to the AZ2:

Skills/Expertise Required

- Significant progressively responsible and diverse related auditing experience.
- Extensive knowledge of various government organizations, management practices, systems and processes and the application of these in diverse operating environments.
- Extensive experience in management consulting and problem-solving.
- Excellent negotiating skills.
- Ability to work within undefined frameworks and to develop frameworks, provide conceptual interpretation and analyses of abstract, unique situations, and provide innovative recommendations.
- Proven ability to prepare or direct the preparation of specialized reports dealing with complex, sensitive or interdepartmental issues.
- Excellent leadership and management abilities.

Independence of Action/Decision Making

- Works with significant independence and sets specific audit objectives.
- Monitors over-all workload for portfolio of audit assignments to ensure that Audit Office objectives are being achieved. Reviews status reports and holds regular meetings with less senior audit staff assigned to the audit.

- Reviews and approves draft audit reports, initiating changes as appropriate.
- Evaluates audit services to determine customer satisfaction, quality of services, and the achievements of Audit Office and audit objectives.
- May participate in developing long-range and annual operating plans and objectives; prioritizes and allocates workload and resources.

Supervision Received

- Broad goals are set annually with executive management. Highly complex or contentious issues are discussed with executive management.

Contacts

- Primary responsibility for communication and liaison with audit committees and the most senior officials in client departments and central government agencies.
- Communicates and promotes the mandate, objectives and services offered by the Audit Office to ensure that client departments have an awareness of the mandate and range of services.
- Acts as liaison regarding requests for services, timing or work to be done and, negotiations on terms of engagement.
- May act as a consultant to client departments on complex management practices and financial matters, including new government initiatives and on an interdepartmental basis.

Consequence of Error

- Audits are high profile.