

Job Description

Job Title	Auditor
Department	Audit Services Unit
Reporting to	Senior Auditor
Type of Employment	Permanent
Job Code	004F3 – 4E1

Summary

Participate in achieving audit and other engagements' objectives achieving total customer satisfaction.

Essential Duties & Responsibilities

- Participate in planning the activities of audit and other engagements.
- Check that records, reports, and documentation are accurate and reliable, and collect and analyze accounting and operational data.
- Assess compliance with relevant legislation, professional standards, and internal financial regulations and control procedures by examining records, reports, documentation, and operating practices.
- In conjunction with other engagement team members, appraise the adequacy of internal control systems, identify inefficiencies, and make best-practices recommendations to management.
- Participate in developing and implementing internal auditing policies, procedures, and programs.
- Suggest ways to reduce costs, enhance revenues, and improve profits.
- Participate in gauging levels of financial risk within organizations.
- Investigate and determine causes of irregularities, and errors.
- Identify and participate in establishing guidelines for identifying and preventing fraud, abuse, and waste.

- Assist with equity management, debt management, securities, budget planning, and revenue projections.
- Participate in tax planning, calculate the amount of taxes owed, and complete and submit tax filing requirements.
- Participate in coordinating and performing due diligence and investment analysis activities.
- Prepare work papers & files adequately documenting the audit work performed, and obtain evidence ensuring audit conclusions are well-documented.
- Communicate audit progress and findings by providing information in status meetings, highlighting unresolved issues, and assisting in the drafting of final audit reports.
- Follow up with auditees on outstanding audit findings for timely resolution/reconciliation actions.
- Support the unit's customer acquisition and retention objectives.

Supervisory Responsibilities

As required, train and supervise new part-time or full-time, paid, or unpaid/volunteer junior auditors and auditors.

Qualifications

○ Education / Experience

Bachelor's degree in accounting, economy, or finance from four-year college or university, and 3 - 5 years of experience in an audit firm or medium-large corporate audit office.

○ Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or questions. Ability to write reports, business correspondence, and procedures. Ability to make effective and persuasive presentations on controversial or complex topics to managers, public groups, and/or staff members.
(CEF: B1)

○ Mathematical Skills

Excellent knowledge of mathematics required. Ability to apply mathematical concepts of probability and statistical inference, algebra and geometry to practical situations. Ability to calculate interest, discounts, fractions, percentages, ratios and proportions.

○ **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

○ **Certificates, Licenses, Registrations**

Certificate in IFRS/ISA or equivalent preferred.

○ **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

○ **Work Environment and Conditions**

The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available. However, regular and/or occasional visits to customers will be expected.