

Job Class Profile: Internal Auditor

Pay Level: CG-35 **Point Band:** 766-789

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	4	5	5	5	1	2	
Points	280	67	13	19	150	108	103	21	21	782

JOB SUMMARY

The Internal Auditor is accountable and responsible for audit activities required to meet departmental program objectives. Work includes: risk based assurance and advisory projects for government departments, evaluation of the effectiveness of risk management, financial management, internal control and governance processes within government.

Key and Periodic Activities:

- Develops audit/project planning requirements as assigned.
- Ensures financial accountability for government departments and agencies.
- Performs sampling and testing according to audit programs.
- Analyzes results of audit testing and documents findings and recommendations.
- Tests transaction samples for compliance with Government policies and legislation.
- Prepares working papers to support project recommendations.
- Documents and evaluates business processes and internal controls.
- Prepares Treasury Board comments.
- Participates on various Treasury Board Committees and special projects as required.
- Promotes and incorporates Treasury Board initiatives into specific duties (i.e. overtime monitoring).

SKILL

Knowledge

General and Specific Knowledge:

- Specific Knowledge of:
 - Institute of Internal Auditors standards
 - Generally Accepted Auditing Standards
 - Government legislation and policies
 - Internal controls and governance processes

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Business

Years of Experience:

- Minimum: 1 - 2 years

Competencies:

- Uses various computer software programs such as spreadsheets, word processors and databases.
- Conducts financial analysis and assessments and compliance audits.
- Follows specific procedures and guidelines.
- Writes letters and other documentation.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listen, ask questions and gather information, provide information and direction to others often of a complex nature. Skills most frequently used are for gathering necessary information to conduct audits.
- Communication occurs with employees within immediate work area, employees within the organization, clients, with other government representatives, internal departmental executives, and professional associations.
- The most significant contact is with managers/directors and employees or peers within the Department for advice and feedback.

EFFORT

Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest.
- Required to lift boxes of documents up to 25 lbs.
- Required to perform fine finger/precision work while operating a computer to perform compliance audits. Occasionally required to drive.
- Work provides the opportunity to occasionally stand and walk within the office environment.

Concentration

- Constantly requires **visual and auditory** concentration during data entry and verification or gathering other detailed documentation.
- Regular **interruptions** create a **lack of control over the work pace**. Reporting deadlines occur in order to support Treasury Board and/or Cabinet.
- **Exact results and precision** are required during audit testing, reporting, and researching information requests.

Complexity

- Tasks are different and unrelated requiring a broad range of skills and diverse knowledge to address challenges. Occasionally tasks are repetitive and well defined.
- Problems range from having obvious solutions to those which may require analysis and development of solutions.
- Issues identification is the most significant challenge because of the diversity of work projects with some situations/issues being broad in nature.
- Government legislation, Treasury Board/Cabinet directives, and advice from Senior Auditors/Managers/Director assist when addressing challenges.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks/activities are moderately prescribed or controlled and receives general direction regarding work responsibilities. — Independent work processes are essential, although approval is needed for policy changes, final reports, or major deviations from project work plan design. — Decisions regarding the processes to complete audit programs and analytical work can be made independently without the supervisor/manager approval.
Impact
<ul style="list-style-type: none"> — Generally impact is experienced within immediate work area, within department and outside the organization. Work tends to impact processes and systems, information, finances and human resources. — Impact is most significant on the immediate work area with moderate impact on the department and organization. — General direction is provided regarding work responsibilities and the consequences of errors or mistakes are usually detected by the Auditor, Manager, or Director.
Development and Leadership of Others
<ul style="list-style-type: none"> — There is no supervision of staff. — Provides guidance, feedback, and direction to co-op students while on work terms.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is no requirement for any special precautions or safety equipment. — There is limited likelihood of minor cuts, bruises, abrasions, or minor illnesses. — Exposed to unusual/distracting noise and glare from computer and lighting. Sometimes required to travel for work.