

CIBC Director, Quality Assurance J1211-0273

Business Unit Description:

The mandate of Internal Audit is to provide independent and objective assurance and advisory consulting activities guided by the philosophy of adding value to improve the CIBC Group of Companies' (CIBC) operations. Internal Audit assists CIBC in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Relevant Job Criteria:

- There is a regular full time position available.

Job Overview:

JOB PURPOSE

Director, Quality Assurance is responsible to maintain Internal Audit Department's quality assurance program and is responsible for conducting independent quality assurance assessment for CIBC Group of Companies' Internal Audit Departments. Director, Quality Assurance ensures that 1) Internal Audit Departments quality assurance program is consistent with professional and industry standards and relevant to continuous improvement in the audit practice 2) Internal Audit Department's quality assurance program covers all audit activities 3) quality assurance is undertaken on a continuous basis.

KEY ACCOUNTABILITIES

Director, Quality Assurance is responsible to conduct a quality assurance review on internal audit activities undertaken by CIBC Internal Audit Departments. Primarily responsible for:

- Maintaining a timely and effective internal quality assurance program that continuously validates conformance of internal audit practices to the internal audit standards;
- Identifying and documenting completed audit work for each quarter and selecting samples for quality assurance review that covers both domestic and international audit coverage;
- Executing the quality assurance process to ensure that all internal audit work is completed as per internal policies & procedures and identifying areas of non compliance with standards and policies & procedures;
- Identifying and developing, with internal audit management, remediation plans for areas of non compliance with policies & procedures and tracking those plans to completion;
- Identifying training opportunities through quality assurance review, recommending training needs to align with internal audit practices and/or developing and presenting staff training on quality assurance reviews, areas of non-compliance and methodology changes;
- Recommending changes to audit methodology and practices based on the findings and

results of the quality assurance work;

- Providing ongoing and periodic reporting on quality assurance reviews and status of remediation plans to the internal audit department's management team;
- Implement an effective process to manage the control testing undertaken in various audits in support of a reliance model agreed with the external auditors and the Bank's Control Division, including the completion of effective quality assurance reviews of the work done;
- Supporting the Senior Director, Practice Management, prepare the CIBC Internal Audit Departments for external quality assurance reviews that validate conformance with international standards of internal auditing; this occurs every five years as required by the international standards for internal auditing.

In support of Senior Director, Practice Management to ensure CIBC Internal Audit Departments conforms to the international standards for internal auditing, Director, Quality Assurance is responsible for:

- Developing and maintaining a framework for internal audit practices and methodology to support Internal Audit's continuous alignment with international auditing and consulting standards;
- Developing, updating and maintaining all audit methodology documents (Audit Manual, Procedure Guides and Audit Templates and other associated materials) current.

Provide leadership and effective management of Quality Assurance staff to influence employee commitment to the organization, to the Internal Audit team, and to their job by:

- Setting appropriate context when assigning work to ensure that individuals' roles support the achievement of the business unit's priorities and CIBC's overall goals;
- Building team and individual capabilities by providing development opportunities such as job shadowing, special projects, and training;
- Managing performance by providing fair and accurate formal and informal feedback, identifying and removing obstacles to performance and by explaining how performance expectations align with business priorities;
- Creating a positive work environment and being an effective role model by championing CIBC's mission, vision and values;
- Ensuring compliance with policies, standards, guidelines and controls by applying the policies and controls fairly and consistently so employees understand what to expect;
- Hiring the right people in the right jobs to align individual capabilities with job requirements and business unit goals, and;
- Provide for the on-going professional development of staff. Provide motivation, coaching, and training and development opportunities to ensure that direct reports are performing or developing the necessary professional skills.

CROSS-FUNCTIONAL RELATIONSHIPS

This job collaborates with internal audit management and peers at CIBC, CIBC FirstCaribbean and CIBC Mellon when discussing quality assurance review results and with Control Division and the external auditors when discussing quality assurance in

support of the reliance model. As a manager of people, this job must ensure all employees within the business unit comply with all applicable CIBC and Line of Business policies, standards, guidelines and controls.

COMPLIANCE REQUIREMENTS/RESPONSIBILITIES

As an employee of CIBC, the incumbent must comply with all applicable CIBC and Line of Business policies, standards, guidelines and controls. As a manager of people, this job has the authority to assign tasks to employees within their span of control, select individuals for hire, assess individual performance, and make employee compensation decisions and take disciplinary measures up to and including termination.

AUTHORITIES/DECISION RIGHTS

None

JOB DIMENSIONS

This job's activities and scope cover the following geographical jurisdictions

- Canada
- Caribbean Region

Requirements:

KNOWLEDGE AND SKILLS

The successful candidate must have the following knowledge and skills:

- Detailed knowledge of auditing principles, practices and procedures;
- Strong knowledge of quality assurance requirements;
- Well-developed relationship building skills and influencing skills to discuss quality assurance review findings and results;
- Well developed verbal and written communication skills, sufficient to prepare and communicate quality assurance review detailed and summary reports, including interaction with peers and internal audit management;
- Ability to gather, synthesize, organize and interpret data or information and formulate appropriate conclusions;
- Ability to identify key risk exposures and controls within business activities being audited;
- Keeping abreast of changes to internal audit standards, industry practices and laws and regulations;
- Minimum of six years experience in a senior audit role;
- Recognized professional accounting designation;
- Certified Internal Auditor and/or Certified Information Security Auditor designation(s) preferred.

WORKING CONDITIONS

This role operates within a normal office environment with little exposure to adverse working conditions. This role may require limited travel due to the nature of the role

Location of Position(s) :

Toronto

Application Instructions:

To apply please visit <https://www.cibc.com/ca/inside-cibc/careers.html>.