

Purpose of the Job:

The purpose of this job is to:

1. Assist the Manager, Internal Audit Services in developing and executing the Credit Union's audit plan, and take a lead role in the day to day management of internal audits;
2. Contribute to the audit function by addressing risks associated with business objectives and evaluating the controls in place to mitigate those risks;
3. Provide value-added advice and support to business partners on the creation or modification of policies, procedures, processes, products or services to ensure an appropriate level of internal control and compliance is maintained.

This position will primarily perform audits of Meridian's Corporate Office functions and will perform some limited audit engagements of Retail Branches.

Key Responsibilities:

Internal Audit Engagements:

- Plans the scope of the audit, prepares the audit program, and determines the appropriate auditing procedures and examination techniques to be applied (e.g. computer extracts, statistical sampling, etc.).
- Performs audit assignments which involve research and analysis of the Credit Union's policy and procedures, and an evaluation of audit related documentation as a basis for an objective opinion on the effectiveness and efficiency of operations and the adequacy of internal control.
- Executes assigned audits, taking a hands-on and risk-based approach.
- Assist the audit team in planning engagements that will use data mining and analysis techniques to examine 100% of the data on file or as determined by the auditor.
- Develops reports based on analytic results and provides feedback to management as appropriate to address opportunities for improvement.
- Integrates internal data sources to create a clear picture of data relationships.
- Document conclusions; organize and reference workpapers for review.
- Performs opening meetings to explain the scope and objectives of the engagement and provide an overview of all steps in the audit process;
- Performs closing meetings at the end of fieldwork, providing clear explanations for the results of analytics as required.
- Prepares working papers and audit reports in accordance with established guidelines within the Internal Audit Services manual.
- Prepares formal written reports covering the results of assigned engagements and participates in report reviews with auditees and management.

Other:

- Responsible for performing the annual risk assessment with Corporate Office Management of activities within the Corporate Audit Universe and updating the Corporate Audit Universe regularly for changes in business operations.
- Aids the Manager, Internal Audit Services and Vice President, Internal Audit & Risk Management Services in developing audit plans and risk management strategies.
- Supports the Manager, Internal Audit Services and Vice President, Internal Audit & Risk Management Services in the development, implementation and execution of elements of the Internal Audit Services Strategic Plan.

- Contributes to the safeguarding of corporate assets and the interests of Members by ensuring that appropriate internal controls are in place and appropriate.
- Develops and maintains professional relationships with management of the Credit Union. Builds collaborative partnerships with management in order to be an agent for constructive change.
- Obtains an understanding of the organization's major systems, including the financial environment, to develop future testing of the internal audit universe.
- Assists the Manager, Internal Audit Services and Vice President, Internal Audit & Risk Management Services in special investigations, as required.
- Provides recommendations relative to the design and effective operation of internal controls.

Knowledge, Experience and Skills:

- Undergraduate degree in Business, Accounting or Finance is required.
- A recognized professional accounting designation (eg CA, CIA, CMA, CGA) is required.
- Minimum 3 years' experience in internal audit, multi-functional banking operations, and/or risk management in the Banking or Credit Union industry preferred.
- Firm understanding of financial statements and auditing practices, as well as, accounting principles, processes, standards, techniques and procedures.
- Good working knowledge of audit procedures, planning, and test / sampling methods.
- An ability to gather, analyze and evaluate facts and to prepare and present concise findings.
- An ability to establish an effective working relationship with business partners and colleagues.
- Exceptional written and oral communication skills are required.
- Demonstrated analytical and quantitative skills.
- Highly motivated and self-directed.

Skills:

- A solid understanding of internal control concepts and experience in applying them to plan, perform, manage and report on the evaluation of various business processes/ areas/ functions.
- Has (or will acquire) a working knowledge of applications and databases that encompass all business cycles (including key cycles of revenue, expenses, payroll, and financial).
- Demonstrated knowledge of analytical tools such as, but not limited to Crystal Reports, ACL, IDEA, Excel, and Access. May also use knowledge of databases, programming, operating systems, or computer networks.
- Demonstrates proficiency in applying audit principles, skills and techniques in reviewing and testing business/operational systems.
- Good teaming and interpersonal skills, with a proven ability to communicate effectively (both written and oral) to enable the precise articulation of complex ideas and concepts.
- Capable of working independently and autonomously on assigned projects with the ability to stand firm on difficult issues when required.
- A collaborative consensus-builder, willing to share knowledge and findings with others in order to arrive at a "win-win" solution.
- Understanding of internal auditing standards, COSO and risk assessment practices.
- Strong analytical ability, including knowledge of cash flow analysis and financial modeling techniques.
- Brings a logical approach to identifying/evaluating issues and problem-solving.
- Results oriented with the ability to prioritize and deliver on key initiatives.
- Unquestioned personal integrity, highly professional and credible, with strong ethics and values consistent with Meridian's culture.
- Demonstrated job commitment, personal flexibility and adaptability in order to meet demanding client and stakeholder expectations. Ability to work effectively in a deadline-oriented environment. Displays sensitivity and an awareness of the potential implications of highly sensitive information.

- Well-developed organizational skills in order to respond to shifting priorities on several simultaneous projects
- Proficient in Microsoft Office (Word, Excel, Outlook) and Crystal Reports.

Competencies

Member Focus - Personally demonstrating that our Members are our highest priority.

Proactive - Seize the initiative by anticipating needs and identifying opportunities to provide a higher level of service.

Open Communication - Engaging in honest and transparent dialogue to develop mutual understanding, trust and cultivate deeper relationships.

Business Savvy - Continuously acquiring the knowledge needed to do one's job to the fullest, using internal or external resources and applying the knowledge productively.

Partner Orientation - Initiates opportunities for collaboration and maintains productive relationships to achieve shared goals.

Integrity - Doing the right thing by always acting with openness, honesty and respect.

Inspired. Engaged. Impactful.

Thank you for your interest in Meridian Credit Union. Please note that due to the volume of applications, only those under consideration will be contacted for an interview.

Please apply to this position by visiting our careers section at www.meridiancu.ca

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