### **Position Title**

Advisor, Internal Audit

# **Position Summary**

Reporting to the Manager, Internal Audit the **Advisor, Internal Audit** is responsible for planning and executing all phases of assigned internal audits, management action plan monitoring, and follow-up audits.

# **Key Responsibility Areas**

### Oversight; Regulations, Policies, Procedures, Programs

- Perform audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures
- Conduct interviews, review documents, develop and administer surveys, compose summary memos, and prepare working papers
- Organize and execute the completion of ad hoc audits in a time-sensitive manner
- Prepare and maintain policies and practices for internal audit including an Internal Audit Policy, Audit Committee Charter, and Internal Audit Manual
- Prepare and update CATSA audit responsibilities and identify auditable units

### Risk Mitigation

- Identify risks related to an engagement, and apply a risk-based audit approach to audit engagements
- Identify and evaluate the organization's audit risk areas and provides key input to the development of the annual internal audit plan

### Partnerships and Stakeholder relations

- Develop and maintain relationships between divisions within CATSA, throughout the various stages of the audit management process
- Prepare progress reports on the Internal Audit plan for the Director, President and CEO and the Audit Committee
- Communicate or assist in communicating the results of audit and consulting projects via written reports and oral presentations on a timely basis to management
- Develop and maintain productive team-oriented client and staff relationships through individual contacts and group meetings
- Provide or assist in providing training, coaching, and guidance to internal audit staff in conducting audits and other audit-related issues

#### Continuous Improvement

- Research, recommend and document audit standards to be used across the organization to improve efficiency and effectiveness of the work environment
- Review, develop, and document audit issues and recommendations for improvement using independent judgment concerning areas being reviewed
- Pursue professional development opportunities, including external and internal training and professional association memberships, and share information gained with co-workers

# Required Abilities and Skills

- Ability to design and analyze complex data sets in order to interpret and communicate results and provide recommendations
- Ability to plan, organize, prioritize and work under pressure
- Ability to manage a variety of concurring projects and achieve results
- Excellent communication skills, both orally and written in both official languages
- Ability to persuade, negotiate and liaise effectively
- Tactful, cooperative and discreet
- Customer-service orientation
- Flexibility, creative problem-solving, innovation
- Effective interpersonal skills

### **Position Success Indicators**

#### Essential

- 4-5 years of audit and/or financial experience
- Experience in applying research and analytical tools and techniques
- Strong knowledge of internal audit principles, standards, practices and techniques
- A degree from a recognized university with a specialization in finance, accounting, or some other specialty relevant to the duties of the position
- Professional accounting designation (CA, CMA, CGA) completed or substantially completed

#### Valuable

- Professional auditing qualification (CIA, CFE) completed or enrolled
- Knowledge of relevant legislation, policies, directives and guidelines, including those specific to government of Canada
- Experience in the air transportation or security industry
- Knowledge of the Canadian Air Transport Security Authority's (CATSA) mandate, its operating environment, and interrelationships and with other government and industry stakeholders

# Other job requirements

- Ability to travel
- Ability to work overtime, as required
- Bilingual imperative

# **Positions Covered in this Job Description:**

Advisor, Internal Audit

For a more detailed overview of the job responsibilities or to apply for this position, please see the following link: <a href="www.catsa.gc.ca">www.catsa.gc.ca</a>