

1. Position No. 81483, 81484, 81518, 81519	2. Descriptive Working Title AUDIT ADVISORY SERVICES SPECIALIST		3. Present Classification Excluded Management
4. Branch CORPORATE SERVICES	5. Department AUDIT ADVISORY SERVICES	6. Work Location Telework Eligible	Date Revised Jan 2020; June 2021
7. Position No. of Supervisor 81495	8. Descriptive Work Title of Supervisor SENIOR MANAGER, AUDIT ADVISORY SERVICES		9. Classification of Supervisor Excluded Mgmt

POSITION SUMMARY

Reporting to the Senior Manager, Audit Advisory Services, the Audit Advisory Services Specialist assesses the financial review processes of BC Housing's largest and most complex housing providers to ensure effective non-profit financial oversight. He/she/they assists housing providers in building their capacity to meet the Commission's financial reporting requirements by developing shared sites, tools and templates. The incumbent will access confidential information to conduct internal audits, perform quality assurance engagements, and evaluate housing provider and staff compliance with the Commission's policies and procedures. The position remains objective when assessing audit outcomes, and presents recommendations to enhance programs, standards and processes.

MAJOR RESPONSIBILITIES

1. Conducts analysis to assess the financial review processes of BC Housing's largest and most complex housing providers and on items such as office costs, compensation, and information technology.
2. Assists large and complex housing providers in building their capacity to meet BC Housing's financial reporting requirements by developing shared sites, tools and interactive templates.
3. Conducts internal audits (e.g. compensation, information technology audits) while accessing confidential and highly sensitive information and performs quality assurance engagements; assesses Housing Provider and BC Housing staff compliance with policies and procedures. Maintains independence and objectivity when assessing audit outcomes. Presents recommendations to the Audit Advisory Services Senior Management.
4. Populates data tables and parameters to create risk profiles, post-review dashboards and updates on lessons learned and trends noted in reviews across the large and complex portfolio, to ensure consistency in reviews and to promote information-sharing with other staff working on financial reviews.
5. Manages the Regional Assurance Providers Information Database (RAPID) by interviewing audit firms and adding or removing audit firms from the database to help housing providers access a current list of available and economical audit firms, if providers are not satisfied with their current auditor.
6. Performs data mining and in-depth analysis on reviews where financial performance of housing providers needs additional oversight based on the assessments done.
7. Compiles audit results and summarizes findings and recommendations for the Senior Manager to improve deficiencies, strengthen operations, enhance programs, and implement standards, systems and processes in order to ensure their continued and sustainable success.

8. Updates work in progress reports and work breakdown structure templates to provide reports to the Senior Manager on current and future workload and works with external subject matter experts as and when required on reviews.
9. Implements and monitors performance measures and a quality control framework for large and complex financial reviews and strives to improve financial review and oversight processes for these providers.
10. Supports the Senior Manager in implementation of training and education for new and existing Non-Profit Portfolio Managers, Financial Review & Budget Analysts and Supportive Housing Advisors.
11. Develops and maintains solid working relationships with large and complex non-profit service providers, and BC Housing Operations staff working on those providers in undertaking the role and meeting objectives.
12. Researches, drafts and recommends policies, procedures, standards, best practices, systems and tools to support the province-wide implementation of departmental goals.
13. Prepares and provides various monthly, quarterly and annual reports, summarizing results, for presentation to the Senior Manager and Director.
14. Participates in the continuing professional development and soft skills upgrades provided for the Audit Advisory Services Specialists through internal and external training.
15. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Audit Advisory Services Specialist reports to the Senior Manager, Audit Advisory Services.

No positions report to the Audit Advisory Services Specialists.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor's degree or diploma in business administration or other relevant discipline.

Sound experience in auditing or advisory in a large complex business environment.

Or equivalent combination of education, training, and experience acceptable to the Employer.

Criminal Record Check is required.

Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Sound knowledge of budgeting, financial, accounting and auditing functions, and reporting systems, processes and controls, specifically within government and the not-for-profit environment, with the ability to assess the financial performance of Non-Profit service providers.

Sound knowledge of auditing standards to be able to deal with external audit reporting issues and interact with senior external audit personnel from external audit firms as needed.

Sound knowledge and understanding of financial statements, including the notes to financial statements, supplementary schedules, management letters and other memos related to audits.

Working knowledge of the context and the challenges in which housing providers operate

Ability to modify BC Housing's reporting requirements to obtain the necessary assurance needed on their financial statements.

Ability to learn and understand BC Housing's mandate, programs, operating requirements, strategic objectives, and socio-political environment.

Ability to implement strategies to improve the business performance and internal controls of the organization by being sensitive and cognizant of varying risk areas for its diverse business operations.

Ability to ensure audit processes and reporting meet corporate auditing standards.

Ability to review financial statements and identify areas requiring clarification and following up on management action plans.

Ability to manage sensitive financial information and take appropriate steps to ensure any matters identified are appropriately addressed.

Ability to analyse complex financial matters, assess financial performance, and develop and present courses of action to improve results.

Ability to establish a high level of rapport with government, housing partners and other stakeholders to accomplish objectives.

Ability to work objectively with various internal and external parties to resolve financial non-compliance issues.

Ability to utilize judgment in presenting issues and provide advice and influence in facilitating appropriate courses of action.

Excellent oral and written communications skills.

Excellent conflict resolution, leadership and interpersonal skills.

Strong audit report writing skills.

Exceptional analytical, strategic, critical thinking and problem-solving skills.

Good business acumen and judgment.