

1. Position No. 81495	2. Descriptive Working Title SENIOR MANAGER, AUDIT ADVISORY SERVICES	3. Present Classification Excluded Mgmt
4. Branch CORPORATE SERVICES	5. Department AUDIT ADVISORY SERVICES	6. Work Location Telework Eligible
		Date Dec 2018; Revised June 2021
7. Position No. of Supervisor 81494	8. Descriptive Work Title of Supervisor DIRECTOR, AUDIT ADVISORY SERVICES	9. Classification of Supervisor Excluded Mgmt

**POSITION SUMMARY**

Reporting to the Director, Audit Advisory Services, the Senior Manager, Audit Advisory Services develops tools to assess the financial review processes of BC Housing’s largest and most complex housing providers, and implements strategies to enhance financial review and reporting processes in order to provide effective non-profit financial oversight. He/she/they assists large and complex housing providers in building their capacity to meet BC Housing’s financial reporting requirements, and implements reviews where financial performance of housing providers needs additional oversight. In addition, the position facilitates education and training of BC Housing staff regarding financial oversight and reporting.

**MAJOR RESPONSIBILITIES**

1. Develops and implements tools to assess the financial review processes of BC Housing’s largest and most complex housing providers, and based on the assessment, implements strategies to enhance and streamline review and reporting processes to make them more effective while also assisting large and complex housing providers in building their capacity to meet BC Housing’s financial reporting requirements.
2. Reviews other providers that are re-classified by Operations as large, complex or higher-risk in any particular fiscal year and performs analysis and reports on the reasons for the change in their risk profile.
3. Initiates and oversees special audits and reviews at the request of Management, the Board and housing providers. Presents audit findings and recommendations to the Director, Audit Advisory Services.
4. Leads the development of 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. Facilitates meetings with large and complex housing provider boards and management regularly through the fiscal year to discuss their financial performance and re-assess their risk profile.
6. Updates the Regional Assurance Providers Information Database (RAPID) to help housing providers connect with other audit firms, if providers are not satisfied with their current auditor.
7. Manages the planning and implementation of reviews where financial performance of housing providers needs additional oversight based on the assessments done, and develops a comprehensive and integrated approach with large and complex housing provider boards and management to improve deficiencies, strengthen operations, enhance programs, and implement standards, systems and processes in order to ensure their continued and sustainable success.

8. Manages the review schedule and workload of Audit Advisory Specialists and engages external subject matter experts as and when required on reviews.
9. Oversees and is responsible for the continuing professional development and soft skills upgrades for the Audit Advisory Specialists through internal and external training.
10. Provides strategic advice and effective solutions on financial reviews where regional staff or management are not able to resolve significant issues with housing providers, or housing providers are not complying with the process despite involvement of the Regional Directors and/or other senior management in Operations. Liaises with external legal counsel and forensic experts on escalated files, if the circumstances so warrant.
11. Leads the implementation of the risk-based approach for the large and complex housing providers. Develops and implements 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.
12. Supports the Director in implementation of training and education for new and existing NPPMs, FRBAs and Supportive Housing Advisors. Increases awareness of accounting and auditing standards and alternatives available to meet BC Housing's financial reporting requirements.
13. Manages and controls the audit program budget within approved spending limits.
14. Facilitates the interactions with CPA BC and external auditors to set up focus groups to try to incorporate BC Housing's requirements into audit engagement letters, management representation letters and also act as the single point of contact for external audit firms wanting to clarify BC Housing requirements related to financial reviews for large and complex providers.
15. Strives to develop and maintain solid working relationships with large and complex Non-Profit service providers, their boards and BC Housing Operations staff working on those providers in undertaking the role and meeting goals.
16. Prepares tender specifications and terms of references for the provision of audit services by consultants; evaluates the proposals received, participates with the Executive Director in the negotiation of contracts and ensures value for money in services provided.
17. Supervises the work of staff in accomplishing the business activities of the program area. Creates an environment that allows for a supportive and progressive attitude among staff and promotes improved performance through counselling and coaching and by ensuring that staff are provided with information and training necessary for the conduct of their assigned duties. Completes performance evaluations, determines performance issues, and takes disciplinary action, which may include suspension and the recommendation for termination. Has significant input into hiring, promotion and demotion decisions, recommends changes in compensation of staff and authorizes overtime. Resolves grievances up to the second stage of the grievance process. Identifies to senior management appropriate collective agreement wording to serve the employer's interests in achieving operational goals and objectives and may participate on the negotiating committee as a management representative. Determines resources required to fulfill operational requirements, develops staffing plan, and recommends staffing levels to accomplish objectives, including revisions to staffing levels as necessary as operational requirements change.
18. 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 Senior Manager, Audit Advisory Services reports to the Director, Audit Advisory Services.

The position supervises a team of excluded employees.

## **QUALIFICATIONS**

### **Education, Experience and Occupational Certification**

Bachelor's degree in commerce, business administration, finance or accounting

Chartered Professional Accountant (CPA) designation required.

Considerable senior level experience in auditing or advisory in a large complex business environment.

Sound managerial experience in a reputable auditing firm or equivalent industry.

Or an 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 (oral and written)
- Results Oriented
- Teamwork
- Service Oriented

#### **Leadership Competencies:**

- Alignment & Results
- Team Development
- Relationship Building/Management

Considerable 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.

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

Working knowledge of the context and the challenges in which housing providers operate and the ability to modify BC Housing's reporting requirements to obtain the necessary assurance needed on their financial statements.

Working knowledge and understanding of BC Housing's mandate, programs, operating requirements, and strategic objectives, and the socio-political environment in which BC Housing operates.

Sound knowledge of financial reporting standards for the not-for-profit sector.

Ability to understand financial statements, including the notes to financial statements, supplementary schedules, management letters and other memos related to audits, with the ability to recognize areas that might impact BC Housing and housing providers.

Ability to develop and manage a comprehensive audit program and develop 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 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 senior management, government, housing partners and other stakeholders to accomplish objectives.

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

Ability to lead, coach and motivate staff in a team setting.

Excellent oral and written communications, presentation, consultative, facilitation, conflict resolution, leadership and interpersonal skills. Strong audit report writing skills.

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

Good business acumen and judgment.