



# Office of the Auditor General Nova Scotia

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## **Senior Audit Officer and/or Audit Manager, Performance Audit Team Permanent, Halifax, NS Two (2) positions**

*Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Office of the Auditor General has an Employment Equity Policy, and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible People, Persons with Disabilities, and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups, you are encouraged to self-identify on either your cover letter or your resume.*

**The Office of the Auditor General serves the Nova Scotia House of Assembly and the people of Nova Scotia. Our vision is to be a relevant, valued and independent audit office serving the public interest as the House of Assembly's primary source of assurance on government performance. The Office accomplishes this through the conduct of financial and performance audits of government departments and agencies, as well as entities which receive funding from the government. The promotion of excellence and a professional and supportive workplace are an Office priority and key to our success. For more information on the Office, please visit [www.oag-ns.ca](http://www.oag-ns.ca).**

### **Role:**

We seek two professionals to join our Performance Audit Team as either a Senior Audit Officer or Audit Manager. These positions directly report to an Audit Principal on the Performance Audit Team.

### **Duties:**

As a *Senior Audit Officer*, you are responsible for the planning, fieldwork and reporting on performance audits in accordance with professional standards/guidance and Office methodology. This may include but is not limited to developing detailed audit plans, documenting and evaluating systems, testing transactions, evaluating complex information from a variety of subject areas, identifying and evaluating audit findings, and writing report sections summarizing your assigned audit work. You will also assist in the training and development of our junior staff through direct supervision by acting as a coach or mentor. Limited travel within Nova Scotia may be required.

As an *Audit Manager*, you are responsible for the planning, fieldwork and reporting on performance audits in accordance with professional standards/guidance and Office methodology. This may include but is not limited to developing detailed audit plans, evaluating the resource needs and expertise required to properly perform the audit, obtaining and maintaining a strong understanding of the entity and its business needs, performing sufficient audit testing, identifying findings and drafting reports, and completing a thorough review of audit work on a timely basis and ensuring documentation complies with professional and Office standards. You will also assist in the training and development of our junior staff through direct supervision by acting as a coach or mentor. Limited travel within Nova Scotia may be required.

### **Essential Qualifications:**

- Canadian Chartered Professional Accountant (CPA) designation or recently passed CPA CFE (Assurance elective must be completed) and working towards meeting CPA practical experience requirement
- Recent experience in internal audit, program evaluation, policy analysis, performance measurement or experience applying analysis and research techniques
- Recent experience in reporting and/or presenting research and analysis findings in written documents (e.g., reports, briefing notes, program or policy etc.)
- Experience in collaborating in working groups and/or projects
- Experience in briefing management on the results of complex research and analysis, both verbally and in writing
- Excellent time management skills to ensure engagements are completed within budget and time constraints
- Analytical skills to assess multi-dimensional problems and audit issues
- Highly proficient in the use of MS Office Suite (i.e. Excel and Word)

### **Asset Qualifications:**

- Knowledge of SAP and CAAT software
- Knowledge of Canadian Standards on Assurance Engagements (CSAE)
- Experience in health administration or public health

CLASSIFICATION: EC 10 and EC 11

SALARY RANGE: \$2,858.01 - \$3,150.30 bi-weekly and \$3,286.69 - \$3,929.78 bi-weekly

We offer a healthy work-life balance (i.e. earned days off program, work-from-home program, flexible working hours), a comprehensive benefits package, the opportunity to work on a wide variety of impactful and unique projects, and professional development opportunities.

An offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.

### **How to apply:**

- **Please ensure that you demonstrate** in your application how you meet the above qualifications and why you are suitable for this position.
- **To apply for this position**, please email your application to [Eva.Lechpammer@novascotia.ca](mailto:Eva.Lechpammer@novascotia.ca).

***We thank all applicants for their interest; however, only those selected for an interview will be contacted.***