

**Position:** Manager Internal Audit

**Competition:** 10-095-01

**Closing Date:** March 17, 2010

**Location:** Edmonton

Reporting to the Senior Manager, Internal Audit, this position is responsible to plan, manage and deliver the branch operations side of the Internal Audit Departments long term audit plan. The Manager will be responsible for developing and conducting branch risk and control assessments and compliance audits in the North Region (legacy Servus Credit Union) to meet Internal Audit's strategic goals.

There is daily contact with all levels of Servus Credit Union staff including Vice Presidents, Branch Management staff (both retail and commercial delivery channels), Central Office Management, Administrative Department Management, as well as all employees. External contacts and good relations are required with External Auditors, Credit Union Central, Credit Union Deposit Guarantee Corporation and other Credit Unions particularly credit unions for which we provide Internal Audit services (currently Edson Credit Union). Regular contact is also maintained with local members of the Internal Audit Community.

The Manager of Internal Audit (MIA) works as an integral member of the Internal Audit team, directing and carrying out activities that aid the department in fulfilling its mission to provide independent, objective assurance and consulting services designed to add value and improve the Credit Union's operations. The MIA will help Servus Credit Union accomplish its vision, mission and strategic objectives by using a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. This position is responsible to assist the Senior Manager of Internal Audit in planning and delivering a bi-annual Internal Audit Plan the needs of the Audit Finance Committee Charter and the Management of Servus Credit Union.

MIA will provide a leadership role in identifying internal control weaknesses, and migration of best practices throughout the organization. MIA will be committed to staying abreast of current developments and emerging issues both within the organization and in internal auditing. Responsibilities include supervising and directing the team of Internal Auditors, and planning, directing and performing more complex audits. The MIA understands risk and can evaluate the impact operating decisions have on the future success of the Credit Union. MIA will build strong relationships with all levels of staff with ease through the use of highly effective communication skills.

## **Principal Duties**

### **Assurance - Planning, managing and delivering audits**

- Performs Risk and control assessment of Branches.
  - Determines areas where risk is present in branches.
  - Assesses how much impact risk could have on business.
  - Assesses likelihood of risk event occurring.
  - Determines what controls are in place to mitigate risk
  - Reviews the results of the tests of branch control systems.

- Plans audits to achieve internal audit's objectives in order to give assurance to management and the Board regarding the system of internal controls.
  - Reviews work of Branch internal auditors.
  - Ensures that audit program has been completed appropriately.
  - Establishes audit fieldwork, working papers and reporting standards in accordance with the Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Department standards.
  - Reports on the branch audit results.
- Performs risk evaluation on branch network to develop bi-annual audit plan.
- Reviews and takes responsibility for audit working papers of direct reports.
- Reviews and completes branch audit reports presented to Senior Management.

## Department Operation

### Activities:

- Assist in maintaining departmental budgets.
- Be a part of, or meet with, corporate committees as required by the Senior Manager, Internal Audit.
- Supervise performance of Branch Internal Auditors.
- Assist with Annual Board Elections
- Assist with External Audit Plan

Conduct and assist with special projects as they arise.

### Qualifications

#### Experience:

- Minimum five years increasing experience in financial institutions, supported by more than five years in business operations.

#### Education / Training:

- Undergraduate degree, preferable in Business or Economics OR
- Relative financial institution Experience.
- Must have or be will to work toward one or more of the following designations: Certified Internal Auditor, Chartered Accountant, Masters of Business Administration, or Certified Management Accountant.

#### Any other special requirements necessary to do the job:

- Will be required to travel to other locations to assist in branch/department audits
- Be available to assist periodically in other duties that do not occur during normal business hours (occasional/infrequent evenings and weekends).
- Periodic, but infrequent travel out of town may be required.
- Must be able to meet deadlines set by the Senior Manager on completing and reporting on projects.

To apply, please email your cover letter and resume to [careers@servuscu.ca](mailto:careers@servuscu.ca).

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***We thank all applicants for their interest in Servus Credit Union.***