

**University of Alberta  
Office of Internal Auditor  
Senior Manager, Internal Audit Services**

Internal Audit Services' (IAS) mission is to evaluate and improve the effectiveness of risk management, control and governance processes within the University of Alberta. This is accomplished through the provision of independent, objective assurance and consulting services designed to add value and improve University operations. Internal Audit Services is also responsible for coordinating examinations of suspected fraudulent or irregular activities that are reported to the University. IAS reports functionally to the Board Audit Committee and administratively to the President through the Vice President (Finance and Administration).

Reporting to the University Auditor, the Senior Manager IAS is responsible for fulfilling the requirements of delivering an effective Internal Audit program. This includes managing IAS resources, assisting in the development of the audit plan, developing appropriate methodology and project delivery mechanisms, quality control and reporting of projects to senior administration, the board audit committee and other stakeholders.

With a collaborative and customer service focus, the Senior Manager, IAS provides operational leadership to the unit by carrying out the audit function based on risk and the strategic implications of projects. The Senior Manager is accountable for the creation and implementation of alternate delivery possibilities for audit services – i.e. co-sourcing and working cooperatively with other similar institutions. The Senior Manager delivers services through leveraging the latest trends in audit techniques and direction and links this knowledge to the institution's goals. Building productive relationships with the external auditors is also important.

The successful candidate will demonstrate the value of audit to the institution by bridging audit requirements with institutional understanding. The candidate will be expected to act with autonomy and discretion on matters within his/her scope of authority.

The ideal candidate will possess the following:

- A post-secondary degree
- CA or CMA or CGA designation, equivalent audit-related designations will be considered (CISA, CIA, CCSA)
- Experience in management positions of an internal audit function in a complex organization, a minimum of five-eight years managing within the profession is expected
- Knowledge of the best practices in audit techniques and directions
- An understanding of internal control frameworks, risk management assessments and frameworks
- Experience in working with senior management and audit committees
- Strategic approaches to the delivery of services
- Sound judgment in balancing the needs of the organization with the expectations of the position
- Strong organizational, administrative, and budgeting skills
- Excellent verbal and written communication skills
- Effective negotiation skills
- Knowledge of post-secondary governance structures, controls and risk management processes are a benefit
- Proficiency in automated audit tools and techniques
- Ability to build strategic partnerships with on- and off-campus constituents
- Be eligible for membership in the Institution of Internal Auditors

In accordance with the Administrative Professional Officer Agreement, this position offers a comprehensive benefits package and an annual salary range of \$81,892 to \$136,484 per annum.

Closing Date: **October 3, 2011**

Competition No.: **A106915429**

Interested applicants are invited to submit a cover letter, resume, and the name of three references. Only those individuals selected for interview will be contacted.

**Interested applicants may apply to:**

**Online:** <http://www.careers.ualberta.ca/Competition/A106915429>

**E-mail:** nora.buchanan@ualberta.ca

The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.