



POSITION DESCRIPTION

POSITION: Director, Internal Audit

DEPARTMENT: Finance

DATE CREATED: March 2023

DIVISION/FACULTY: Office of the Chief Financial Officer

DATE REVISED:

ORGANIZATIONAL STRUCTURE

This role reports functionally to the Audit Committee of the Board of Governors and administratively to the Chief Financial Officer ("CFO"). Reporting directly to this position is the Manager, Internal Audit. Internal Audit is responsible for assisting the Audit Committee of the Board of Governors in fulfilling its oversight responsibilities relating to governance, risk management and control processes.

PRIMARY FUNCTION

The Director, Internal Audit provides the Board of Governors and the Office of the Chief Financial Officer, objective assurance audit services through the delivery of comprehensive, risk-based Internal Audit Plans.

The Director, Internal Audit provides leadership and administration of all activities related to the Internal Audit department. In this capacity, the Director, Internal Audit recommends to the Audit Committee a broad, comprehensive, risk-based Internal Audit Plan ("IAP"). The IAP will consider the effectiveness, efficiency, and accountability of the University's operational policies, governance, risk management, control processes and procedures, and practices, as well as the University's compliance with such policies, processes, procedures and practices. The Director, Internal Audit is responsible for the implementation of the approved IAP, and will monitor and report on the progress of its implementation to the Audit Committee.

Under the leadership of the Director, Internal Audit, the scope of work for the Internal Audit department includes the entire KPU operation under the portfolios of the President and Vice Presidents. With expertise in risk assessment, internal control design, implementation, monitoring, and program/systems performance evaluation, the Internal Audit department provides a knowledgeable and critical review of the administrative activities of the University.

KEY RESPONSIBILITIES

1. Supervise and provide leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assist team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitor and assess performance.



2. Demonstrate leadership for the Internal Audit team, representing the team to senior management, the Audit and Finance Committees, Board of Governors and any other University contacts, as required.
3. Provide leadership in the prevention and detection of fraud within the organization and conduct investigations, as required, in order to support management in effectively managing fraud risk in the organization.
4. Responsible for the day-to-day of the Internal Audit department, for all aspects of client service including ad-hoc projects and for ensuring appropriate quality standards are maintained in the delivery of services.
5. Maintain in-depth understanding of KPU's strategic plan and related risk profiles to set and prioritize the strategic direction of the Internal Audit function.
6. Develop internal audit policies/procedures and standards and ensure standards are observed, measured and reported on.
7. Apply a risk lens when developing and executing the IAP. This includes developing an IAP that is responsive to emerging risks and KPU's Board-approved risk appetite.
8. Oversee completion of Internal Audit engagements against the IAP, including providing support to the Internal Audit team in performing audit procedures, developing criteria, reviewing evidence and reviewing internal controls.
9. Responsible for the active management of the University's Protected Disclosures program and providing regular updates to management and the Audit Committee on findings.
10. Actively participate in executive management meetings and/or committees to ensure that Internal Audit is well-informed of key business development.
11. Actively participate in meetings of the Audit Committee and ensure the Audit Committee is well-informed of the activities of Internal Audit, including resource requirements, impact of resource limitations, significant interim changes and provision of reports.
12. Annually review Internal Audit's scope of activities and engagements with the CFO and the Audit Committee to ensure the IAP is satisfactory, effective and meets the requirements of the Board.
13. Build and maintain strong cross-functional working relationship with leaders, ensuring alignment and coordination of assurance activities.
14. Develop and manage budgets within Internal Audit function.
15. Manage outsourcing of audits, if required, by regularly reviewing performance against contract deliverables to ensure the audit is on track and on budget.



16. Review best practices in governance, risk and control processes and recommend as needed to continuously improve the University's compliance to regulations, standards and policies.
17. Maintain the independence of the Internal Audit function from management; annually report to the Audit Committee regarding compliance.
18. Conduct or delegate as necessary investigations of allegations of wrongdoing or irregularity as required.
19. Establish a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
20. Contribute to and promote a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

EDUCATION AND EXPERIENCE:

- Minimum 10 years of finance experience and at least five years of management experience in an internal or external audit environment.
- University degree is required.
- Experience in the post-secondary sector and management in a unionized environment are considered assets.
- Completion of a professional designation is required (e.g. CIA, CPA, CA, CMA and CGA), and in good standing.
- Certification as a Certified Fraud Examiner (CFE) is considered an asset.
- Or and equivalent combination of education, training and experience.

QUALIFICATIONS:

- Excellent communication skills both written and verbal.
- Previous experience working with administrative and governance related boards and committees, including Audit and Finance committees (or equivalent) preferred.
- Extensive experience with audit practices and standards, risk-based audit planning, governance and compliance when executing an internal audit plan, preferably in the public sector.
- Ability to execute strategic and tactical vision, maintain confidentiality and demonstrate excellent conflict resolution management.
- Demonstrate ability to manage and maintain internal and external collaborative working relationships and recognize the interests of diverse groups to facilitate excellent service.
- Strong leadership, project management, organizational and prioritization skills, including senior management experience managing multiple projects and deliverables.
- Excellent relationship skills, including ability to effectively work as part of a senior management team.
- Ability to travel between campuses is required.