



## POSITION DESCRIPTION

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**POSITION:** Business Advisor

**DEPARTMENT:** Business Performance & Advisory Services

**DIVISION/FACULTY:** Finance

**DATE REVISED:** November 2017

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### ORGANIZATIONAL STRUCTURE

The Business Performance & Advisory Services (BPAS) department's mission is to provide an integrated, disciplined approach to Assurance and Advisory Services with the objective of adding value and supporting the strategic vision of KPU.

BPAS reports functionally to the Audit Committee of the Board of Governors and administratively to the Chief Financial Officer, which allows BPAS to maintain its independence and objectivity.

The Business Advisor reports directly to the Senior Business Performance & Advisory Services. This position has no direct reports.

### PRIMARY FUNCTION

The Business Advisor is responsible for performing various audit and advisory engagements. The types of engagements include, but not limited to, the following categories:

- Compliance Audit
- Financial Audit
- Information Systems Audit
- Investigative Audit
- Operational (Performance) Audit
- Consulting

The Business Advisor applies risk and control concepts to scenarios encountered and identifies any potential issues. The incumbent communicates identified issues with Senior Business Performance & Advisory Services to ensure any potential concerns are addressed in a timely and effective manner.

### KEY RESPONSIBILITIES

1. Assists in the development of the Annual Audit Plan.
2. Conducts assigned assurance, advisory and investigation engagements from beginning to end. Investigations can include allegations pertaining to protected disclosure complaints, employee relations complaints, union grievances, etc.
3. Assists in planning engagements and developing testing procedures relevant to risk and test objectives.
4. Understands and documents current business processes.

5. Identifies, documents and communicates issues raised, offering recommended solutions relevant to business and risk.
6. Obtains and reviews evidence ensuring engagement conclusions are accurate and well-documented.
7. Documents engagement conclusions based on a complete understanding of the process, circumstances and risk.
8. Assists in drafting clear and concise engagement reports that document findings, impact and recommendations.
9. Assists in preparing Annual Audit Activity Reports to the Board and other correspondence, as required.
10. Ensures adherence at all times to all applicable departmental and professional standards.
11. Communicates assigned tasks to engagement team in a manner that is clear and concise ensuring high quality, accurate and efficient results.
12. Organizes personal effort along with those of Internal Audit Associate(s) assigned to engagements to be risk-based, productive and efficient at all times.
13. Ensures adequate focus on personal professional growth relevant to taking on more challenging assignments, in line with standard audit career progression – proactively seeks relevant education and training opportunities.
14. Performs other related duties as assigned.
15. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
16. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

## **EDUCATION & EXPERIENCE**

- An accounting designation (e.g. CPA) is required and the CIA designation is an asset.
- A minimum of at least 1 year post designation progressive experience with a focus on audit.
- Experience working in internal audit and/or large complex organizations is desirable, but not required.
- Knowledge of internal controls and risk management.
- Superior capability in the use of Microsoft Office Suite (i.e. Excel, Word, Visio, Outlook).
- Experience working with Caseware is an asset.
- Proven track record of adding value to an organization through involvement in proactive implementation of effective controls, governance and risk management practices.
- Possession of a valid driver's license and access to a vehicle is required.

## **QUALIFICATIONS**

- Ability to practically apply audit standards.
- Proactive in researching business best practice concepts in order to apply as appropriate.

- Solid listening skills and ability to apply professional skepticism.
- Strong organization and follow up skills including the ability to handle competing priorities and meet all deadlines and commitments.
- Ability to flourish in a fast-paced, complex environment and willing to adapt to change.
- Ability to give and follow instructions accurately and efficiently; proactive in asking clarifying questions to ensure work effort is directed wholly towards desired outcome.
- Ability to recognize when learned theoretical concepts should be applied.
- Solid understanding and ability to apply risk and control concepts.
- Ability to identify root cause of an issue raised.
- Awareness of interdepartmental risk, control and governance responsibilities and what is necessary for successful tactical collaboration and information sharing.
- Excellent written/verbal communication skills along with good or developing negotiation skills.
- Ability to identify sensitive issues and facilitate communications in a proactive manner to avoid surprises.
- Ability to apply tact and discretion when handling information that is confidential in nature.
- Willingness and ability to adapt to new circumstances, information and challenges.
- Execute effective and thorough application of all internal audit standards within assigned responsibility.
- Highly analytic with strong attention to detail.
- Demonstrate a positive, can-do attitude.
- Strong interpersonal skills with ability to communicate and build rapport with all levels of the organization.