
POSITION DESCRIPTION

Job Title: Audit Assistant

Date: Feb. 2010

Reports to: Director, Internal Audit

Incumbent: To be determined

PURPOSE OF THE POSITION

The Audit Assistant is accountable for gathering background information for audits, performing the audits under supervision and supporting the Director, Internal Audit in the development of the audit findings and draft audit reports for Enterprise Cape Breton Corporation (ECBC) and all of its subsidiaries.

The principal objective of the Audit Assistant is to assist management of the Corporations to achieve and maintain efficiency and effectiveness in its operations, with due regard for economy, to assist with reporting on the degree of compliance with established policies, procedures, plans and applicable laws and regulations, and to assist with the review of control exercised over assets and expenditures.

SPECIFIC RESPONSIBILITIES

- Assists the Director, Internal Audit in performing both financial and broad scope audits in a professional, timely and objective manner.
- Develops and manages the audit files, including assembling of the required information in an organized, logical sequence to ensure a professional package.
- Provides support to the Director, Internal Audit through gathering of background information.
- Establishes a professional working relationship with the Office of the Auditor General and assists with the coordination of requested materials and with the conduct of the audit fieldwork, where applicable.
- Assists with determining the degree of compliance with established policies, plans and procedures and applicable laws and regulations, where applicable.
- Follows-up on the actions of management to correct a reported deficient condition and continuing review with management personnel on action that internal audit considers inadequate until there has been a satisfactory resolution of the matter.
- Assists with the coordination and review of the Corporation's risk management framework on an annual basis to identify potential risk that may affect the Corporation.
- Assists with the review of control exercised over assets and expenditures.
- Maintains the strictest of confidentiality at all times and protects all information received as it is sensitive to the operational integrity of the Corporation.
- Reports internal audit observations and findings directly to the Director, Internal Audit.

RELATED RESPONSIBILITIES

- Assists management of the Corporation to achieve and maintain efficiency and effectiveness in its operations, with due regard to economy.
- Drafts reports outlining findings and recommendations to management for all internal audits conducted.
- Assists ACOA Internal Audit with the completion of internal audits on an as requested basis.
- Provides administrative support to the Director, Internal Audit.

