

WORKERS' SAFETY & COMPENSATION COMMISSION

MANAGER, AUDIT

THE ORGANIZATION: WORKERS' SAFETY & COMPENSATION COMMISSION

The Workers' Safety and Compensation Commission (WSCC) is an arm's length government agency responsible for administering the Workers' Compensation Acts, Safety Acts, Explosives Use Acts and the Mine Health and Safety Acts.

Together, with their partners, the WSCC provides services to almost 40,000 workers and 4,000 employers across the Northwest Territories and Nunavut, processes over 3,000 claims annually, and conducts over 1,000 inspections annually to ensure the safety of northern workplaces. The WSCC is unique in Canada as it is the only workers' compensation organization in the country to insure workers across more than one province or territory.

Our Vision:

Eliminate workplace diseases and injuries.

Our Mission:

We promote workplace health and safety while providing no-fault insurance to employers and care for injured workers.

To learn more, please visit WSCC's [website](#).

THE LOCATIONS: YELLOWKNIFE, NT AND IQALUIT, NU

Yellowknife, Northwest Territories (NT), is a vibrant city situated in Canada's northern wilderness. Known as the "Diamond Capital of North America," Yellowknife is a unique blend of natural beauty and modern amenities. Perched on the northern shore of Great Slave Lake, the city is located in the traditional territory of the Yellowknives Dene First Nation. In the summer, residents and visitors can enjoy a plethora of outdoor activities, such as hiking and camping in nearby parks like Yellowknife Bay, Prosperous Lake, and Prelude Lake.

The City of Iqaluit, Nunavut (NU) is located on Baffin Island at the northern end of Frobisher Bay near the mouth of the Sylvia Grinnell River. This exciting, dynamic city is the political, business, journalism, and transportation hub of Nunavut, with an excellent airport. The landing strip is long enough to land the space shuttle, so it is often used for cold weather testing of the world's largest new aircraft. Formerly known as Frobisher Bay, the modern city of Iqaluit is rich with traditional Inuit culture. It is the home of many Inuit artists, filmmakers, and musicians, plus there are arts and culture festivals staged in the spring and summer that bring artists here from across the territory. Iqaluit is located near beautiful parklands that feature a range of landscapes, mountains, rivers, waterfalls, and ancient Thule sites to visit.

Regardless of what time of year you visit, Yellowknife and Iqaluit there's always something happening. In the winter, both locations transform into a winter wonderland, offering a plethora of unique activities including Northern Lights, a spectacular display of colors in the night sky. Snowmobiling, snowshoeing, dog sledding and ice fishing are also popular pastimes during the winter months.

To learn more please visit [Spectacular Northwest Territories](#) and [Travel Nunavut](#).

THE OPPORTUNITY: MANAGER, AUDIT

The Manager, Audit is accountable for two distinct functions of the WSCC, Internal Audit and Employer Payroll Audit. For Internal Audit, the Manager is accountable to plan, organize, and perform a broad, comprehensive internal audit function.

For Employer Payroll Audit, the Manager is accountable to develop and implement a plan to audit the external financial records and documents of employers in accordance with Generally Accepted Auditing Standards and Workers' Compensation Acts/Legislation, policies and procedures. The position works within a legislative and policy framework and carries out responsibilities in accordance with WSCC, Government of the Northwest Territories (GNWT), and Government of Nunavut (GN) acts, regulations, and policies and procedures that include the Financial Administration Act, WSCC Policy Manual, Government Contract Regulations, Public Service Act and Regulations, Workers' Compensation Act(s) and the Criminal Code of Canada.

Scope

The Workers' Safety and Compensation Commission (WSCC) is a Crown Corporation of the Governments of the Northwest Territories and Nunavut that is directed by a Governance Council (GC) through the President & CEO. WSCC operations are located in Yellowknife and Iqaluit.

The WSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The system is funded through the collection of assessments from employers and is governed by the Workers' Compensation Acts of the Northwest Territories and Nunavut.

The WSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

For the purposes of Internal Audit, the Manager reports directly to the Chairperson, Audit Committee and administratively to the Vice President, Legal and Compliance. The Manager advises Senior Management in the areas of efficiency, economy, and operational effectiveness of internal policies, practices, and controls and whether activities are in accordance with relevant authorities. The Manager provides assurance to managers that operations are functioning as intended or advises on necessary improvements.

Internal auditing is an integral part of the accountability process. It provides Senior Management with an impartial, systematic appraisal of the Commission's operations. This position requires thorough knowledge of WSCC programs, systems, and workflows; internal audit methodology; and recognized professional standards and guidelines. The Manager is required to know specialized auditing procedures that apply to fraud related audits. The Internal Audit Charter charges the Manager with the responsibility to provide a comprehensive internal audit program within the WSCC using the Institute of Internal Auditors' Standards for Professional Practices of Internal Auditing as an operational framework.

For the purposes of Employer Payroll Audit, the Manager reports directly to the Vice President, Legal and Compliance. The Manager is responsible to develop and administer the annual Employer Payroll Audit Plan. The WSCC collects total assessment revenue of approximately \$78 million through the self-reported

information from approximately 4,000 employers with \$3.3 billion in assessable payroll. The Employer Payroll Audit Plan targets approximately 2% of employers to ensure compliance, accurate reporting, and to help maintain the integrity of the Workers' Protection Fund.

The Manager is an expert in Generally Accepted Auditing Standards and accounting theories and principles, and able to apply them to complex and varied financial transactions to ensure compliance with Workers' Compensation Acts/Legislation, policies, and procedures.

This position works very independently and maintains strong working relationships with managers at all levels in the organization including the Governance Council. The Manager issues reports to the Governance Council and Senior Management which may sometimes be of a sensitive or critical nature. The position also maintains good external relationships, including on-going liaison with staff of the Office of the Auditor General (OAG) of Canada to share items of mutual interest, promote the integration of activities, and provide assistance with the OAG's annual audit of the WSCC.

This position has a signing authority of \$10,000 and manages a budget of \$750,000.

Dimensions: Four permanent employees report directly to this position:

- Internal Auditor (1)
- Assessment Auditor (3)

Responsibilities

Supports the Governance Council Audit Committee and Chairperson to comply with their mandate.

- Develops and maintains a comprehensive internal audit program to confirm the WSCC's vision, mission, and values, and strategic plan and goals,
- Develops, communicates, and monitors the Three-Year Internal Audit Work Plan based on a Comprehensive Risk Management framework,
- Establishes internal policies for the audit activity and updates Standard Internal Audit Operating Procedures as required,
- Leads the development of audit programs including scope; audit objectives and criteria; and audit processes and procedures,
- Develops and implements a comprehensive financial, operational, and IS audit program,
- Recommends final approval of all audit plans,
- Prepares and presents the Quarterly Internal Audit Report, monitors compliance with legislation, policy, and procedures within the WSCC and reports to the Audit Committee,
- Prepares and presents a status report on the follow-up of previous years Audit Reports to the Audit Committee,
- Prepares and updates Internal Audit Manual,
- Meets with the Audit Committee quarterly and at least once a year without managers present.

Directs, plans, schedules, and performs internal audits and reviews.

- Identifies key risks, weaknesses, or opportunities for improvement,
- Reviews the reliability and integrity of financial and operational information and the means used to identify, measure, classify, and report on such information,
- Reviews operations and programs to ascertain whether results are consistent with established goals and objectives, and programs are being carried out as planned,
- Reviews systems to ensure compliance with policies, plans, and procedures established by the WSCC as well as the provisions of the Workers' Compensation Acts,

- Audits entities external to the Commission to ensure amounts charged to the WSCC or paid by it are valid,
- Prepares, reviews complete reports of audit results, and include recommendations for improvements and relevant advice and direction to management,
- Conducts special investigations of suspected or reported irregularities affecting WSCC assets,
- Maintains quality control standards for all aspects of the audit function,
- Monitors WSCC action plans for responding to recommendations and reports to the Audit Committee. This includes maintaining regular communication with managers to ensure satisfactory corrective action is in place,
- Pursues professional development through continuing education and training, literature reviews, and participation in professional associations.

Ensures effective Employer Payroll Audit program to maintain the integrity of the Workers' Protection Fund.

- Accountable for the development, implementation, monitoring and communicating the annual Employer Payroll Audit Plan,
- Analyses, reviews, and approves all payroll audits to ensure decisions are made in accordance with legislation, policy, and procedures,
- Intervenes where Auditor recommendations are not supported by the employer, through the application of Alternative Dispute Resolution Protocol, to ensure the proper decision and effective communication,
- Approves adjustments to the employer's assessable payroll as a result of the Auditor's findings,
- Liaise with other Government Agencies to obtain information required for audits and to provide reports as and when requested.

Provides consultative services to the GC and Senior Management regarding management control issues within the WSCC.

- Provides consultative services to the Governance Council and Senior Management on risk management and compliance, general business, and management issues,
- The Manager provides ad hoc appraisals, investigations, or analysis to Senior Management,
- Provides advice to management involved with organizational change initiatives on the internal control and risk considerations; and,
- Keeps abreast of best practices and trends in the audit and compliance fields and shares information and advice with the Chairperson of GC, Audit Committee, and Senior Management as required.

Provides overall management of staff and resources for the Audit Unit.

- Provides overall human resource management including assigning and supervising activities, and discipline of staff reporting to the position,
- Coaches and supports the unit team,
- Manages the financial resources for the unit, including completing budgetary submissions, monitoring activities and variance management,
- Manages external contracts as required,
- Ensure the health and safety of all employees reporting to the position,
- Coordinates, directs, and supervises the day-to-to-day performance of assigned staff,
- Approves, reports and monitors leave and attendance,
- Initiates and completes staffing actions for position vacancies,

- Reviews and amends job descriptions as required,
- Monitors performance in accordance with the WSCC's Performance Management Program and contributes toward yearly performance assessments,
- Development and implementation of the unit Key Performance Indicators (KPI's),
- Provides appropriate mentoring, policy training and identifies appropriate training and development for front line staff and to ensure consistency in service excellence,
- Effectively communicates important issues brought forward by Senior Management and/or Manager's Team; and,
- Lead regular staff meetings.

THE PERSON

Knowledge, Skills, and Abilities

- Excellent knowledge of Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS), and Generally Accepted Auditing Standards (GAAS),
- Ability to conduct different types of audits such as program, fraud-related, compliance, operational, and finance audits,
- Detailed knowledge of and ability to apply best practices in financial and human resources management,
- Ability to read and interpret legislation and policies,
- Effective written and verbal communication skills, including the ability to provide advice and recommendations and to maintain professional communication skills in difficult circumstances,
- Strong strategic thinking skills and judgement as well as a demonstrated ability to research, analyze, and synthesize multiple concepts and priorities,
- Ability to develop and manage multi-year audit plan,
- Ability to work with a wide range of computer applications, including word processing, and spreadsheet applications which includes mainframe financial and human resources programs,
- Ability to meet deadlines and respond to frequently changing deadlines,
- Excellent interpersonal skills to work effectively with staff at all levels in the organization,
- Proven analytical and detail orientation skills that helps to determine the nature and extent of any anomalies that have previously gone unnoticed; and,
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Qualifications

- A university degree; Certified Internal Auditor (CIA) designation and Certified Public Accountant (CPA) with 4 years of progressive internal audit experience, including at least 2 of supervisory/management experience,
- Equivalent combinations of education and experience will be considered.

Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas ; designs and implements new or cutting edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Stakeholder Focused – Anticipates and attends to the needs of internal and external stakeholders of the organization; keeps stakeholder interests in the forefront.

COMPENSATION

Approximately \$120,179 to \$143,559 per year + additional Northern Living Allowance (\$3700 in Yellowknife and \$23,000 in Iqaluit) Further details will be discussed in a personal interview.

This role will require a relocation to Yellowknife, NT or Iqaluit, NU. A relocation package would be provided.

To apply, please visit our [website](#).

FOR MORE INFORMATION, PLEASE CONTACT:

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