

POSITION TITLE:	PERFORMANCE AUDIT ANALYST	POSITION NUMBER(S):	
Line of Business:	Performance Auditing	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Manager	POSITION NUMBER:	
SUPERVISOR'S CLASSIFICATION:	Business Leader	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Applied Leadership	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The Office of the Auditor General (the Office) serves the people of British Columbia and their elected representatives by providing independent assessments and advice that enhance accountability and performance across the provincial public sector. The Office is divided into two integrated lines of business – Financial Audit and Performance Audit. Financial audit staff have primary responsibility for promoting sound financial administration and reporting. Performance audit (sometimes called value for money audits) staff examine the systems and services provided by public sector organizations and their ability to effectively deliver the outcomes defined by their mandate.

PURPOSE OF POSITION

On behalf of the Auditor General, performance audit staff are responsible for reviewing management issues to ensure effectiveness, value for money and/or efficiency within government reporting entities such as Ministries, Crowns and Central Agencies.

As part of a project team, **the Performance Audit Analyst** assesses the performance of public sector bodies, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria. They also assist in developing recommendations for improvement and preparing components of the final report to the Legislature.

NATURE OF WORK

During the course of the year, the **Performance Audit Analyst** can expect to participate in two to three audits of public sector organizations, helping to develop the audit plan, collect and analyze data and prepare and present the final report.

A **Performance Audit Analyst** may progress to the more senior role of **Performance Auditor** by demonstrating competency in the area of audit methodology and reporting. This role involves leading the management of the planning, conducting and reporting of the performance audit or project.

The audits are subject to intense scrutiny. The **Performance Audit Analyst** is required to apply the principles of performance audit standards and techniques, research methodologies, program evaluation and strategic planning and performance reporting along with economics, organizational behaviour, and financial and accounting standards to assess the organization's ability to efficiently and effectively achieve its desired outputs. The information is used to determine if gaps, overlaps or risks threaten the overall quality of information and service delivery and the ultimate outcomes of the organization.

The responsibilities of the Office are unique in government, providing a catalyst for change in organizational performance and accountability, as well as nationally, with regard to evolving professional standards.

POSITION LINKS

Audit Directors and Managers – Work collaboratively to define the audit project, plan the audit, establish the audit team, conduct the audit and prepare the report for review;

Client Managers and Staff – Gather information about auditee work and conduct interviews to elicit a clear and accurate depiction of current operations;

Executives of Public Entities – Participate in presenting findings and assessment of operations and responding to questions, and challenges;

Audit Staff – Share expertise and support initiatives within the Office, contribute to transfer of knowledge.

SPECIFIC ACCOUNTABILITIES

Performance Audit

1. As part of the performance audit team, research and prepare a project proposal for the Auditor General's approval. This involves conducting literature reviews and internet searches to identify best practices in the topic area and assessing risks.
2. Assist the audit team in developing a formal audit plan that identifies the audit's purpose, timeline, scope and criteria.
3. Conduct performance audits and reviews of client organizations by applying auditing standards and developing a wide range of qualitative and quantitative research methodologies including interviewing, document and records analyses, developing and mining online surveys, benchmarking, statistical analysis and consulting with stakeholders.
4. Assist with clearing the findings of the audit or project, drafting the final report and helping develop a final PowerPoint presentation for the Public Accounts Committee.

Communication

1. Draft components of the audit report, identifying findings and supporting conclusions, and preparing presentations for client organizations and legislative committees;
2. Establish credibility and trust with the client managers and staff, legislators and other interested parties.

Standards

1. Ensure project activities meet professional audit and reporting standards, performance targets, including budget and timelines;
2. Ensure the accuracy and veracity of information by undertaking checks on data and resolving queries with client organizations and other auditors;
3. Contribute to development of management recommendations that are fair, meaningful and timely, following the appropriate methodology, and meeting applicable quality assurance and professional standards;

Teamwork

1. Manage work efficiently and contribute to a competent, committed and professional team that works together in an atmosphere of mutual trust and respect;
2. Contribute to the development and improvement of audit processes by attending seminars, meetings and conferences on behalf of the Office and presenting learning to the team.

SELECTION CRITERIA

Education and Required Knowledge & Experience:

A university master's degree (or near completion) in a related field such as business, economics, public administration or environmental science and experience in public administration operations through several planning cycles or projects with a small team, gathering data and demonstrating research and analytic skills, and assessing outputs and outcomes against performance measures.

Experience using a variety of research methodologies and working in program analysis, evaluation and/or measurement.

Preferred Knowledge & Experience

- A recognized professional management designation such as CMC or an accounting designation (CA, CGA, CMA, CIA) or eligibility for membership in good standing in the appropriate professional association.

OR

- Subject matter expertise in a specific field such as social services, justice, health, education, statistics, performance measurement or economics.
- Experience with *Case Ware*.
- Experience working in the Public Sector.

Skills and Abilities

- Proficiency with various computer applications (e.g.: *Word, Excel, PowerPoint*).
- Strong interpersonal skills.
- Ability to communicate effectively, both orally and in writing.
- Excellent analytical and problem solving skills including effectively dealing with difficult individuals or groups.
- Ability to plan, organize, complete and document audit assignments in accordance with professional standards, both independently and as part of a team.
- Excellent time management skills for working effectively in an environment with known deadlines.

Must be willing to work occasional extended hours and travel as required.

Competencies:

Meet or exceed Level 2 of the Office Core, Leadership and Technical competencies

Auditor General

Assistant Auditor Generals

Executive Directors

Directors

Managers

Performance Auditors

Performance Audit Analysts

Signature Page

I have read this job description:

Incumbent's Signature

Name (print)

Date _____

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships as shown, reviewed March 2011

Signature of Auditor General

John Doyle, MBA, CA

Date _____