



JOB DESCRIPTION

JOB TITLE	Assistant, Internal Auditor
MINISTRY/DEPARTMENT	Finance
REPORTS TO	Internal Auditor
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 1
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Assistant, Internal Auditor supports the Internal Auditor in providing independent, objective assurance that MNBC's risk management, governance, and internal controls and processes are operating effectively and efficiently. The Assistant Internal Auditor plays a crucial role by supporting the Internal Auditor in evaluating and assessing the effectiveness of internal controls, risk management processes, and financial procedures. They, along with the rest of the personnel in the Internal Audit and Compliance Division, provide independent and objective assurance to the management and board of directors, ensuring compliance with laws, regulations, and company policies. The Assistant Internal Auditor assists in identifying areas of improvement, recommending control enhancements, and safeguarding the organization's assets.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Identifies, evaluates, and documents business risks, and internal risk-mitigation controls and related opportunities for internal control improvement.
- Performs internal compliance duties including process reviews and internal control reviews.
- Assesses MNBC's IT and/or business processes in terms of effectiveness and efficiency.
- Assesses MNBC's financial risks and the effectiveness of its risk management efforts.
- Ensures that MNBC is in financial compliance with relevant legislations, regulations, and funding agreements.
- Gathers and analyses data and prepares comprehensive audit reports to support conclusions and communicate results to Management.
- Ensures MNBC ministries and departments are compliant with internal policies and procedures.
- Interprets and provides advice on the application of financial policies and procedures.
- Reviews financial reports for accuracy and completeness.
- Introduces and explains the purpose and benefits of internal audit to MNBC ministry and department staff, and other stakeholders.
- Works with MNBC ministry and department staff to answer questions and problem solving to rectify identified shortfalls in internal controls and processes.
- Identifies ways that MNBC can improve as an organization in serving Metis citizens in British Columbia.
- Participates in special projects within Finance.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.



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- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None

QUALIFICATIONS

- Diploma in Accounting, Finance, Management, or other relevant discipline from a recognized, post-secondary institution.
- Minimum one (1) years of experience in a related field.
- Eligible for formal professional or technical registration in the appropriate area of expertise.
- A combination of relevant experience, education and training will be considered.
- Basic understanding of internal control frameworks, risk assessment methodologies, and auditing standards.
- Basic knowledge of financial accounting principles and practices.
- Analytical mindset with excellent problem-solving and critical-thinking abilities.
- Basic knowledge of relevant software programs, including the ability to import/export data between programs.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Ability to utilize, adapt and embrace new technologies, including Microsoft 365 and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and



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learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.

- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.