

# Internal Auditor

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## Position Details

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### Position Information

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| <b>Position Title</b>                       | Internal Auditor  |
| <b>Department/Unit</b>                      | Internal Audit Services   |
| <b>Location</b>                             | Halifax   |
| <b>Posting Number</b>                       | S122-20   |
| <b>Employee Group</b>                       | DPMG  |
| <b>Position Type</b>                        | Regular, On-Going   |
| <b>Duration of Contract (if applicable)</b> |   |
| <b>Employment Type</b>                      | Full Time   |
| <b>Full-time Equivalency (FTE)</b>          | 1.0   |
| <b>Salary</b>                               | \$78,335 - \$105,981 per annum  |
| <b>Classification</b>                       | ADM-08  |
| <b>Provisional Statement</b>                | This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months. |

### About Dalhousie University

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

### Job Summary

Internal Audit Services is an independent, objective, assurance function, serving the Administration and the Board of Governors. Reporting to the Director of Internal Audit Services, the Internal Auditor advises members of the University on risk management, internal controls and governance by identifying and evaluating processes with potential exposure. The Internal Auditor will work to ensure risk is mitigated to an acceptable level by communicating effective solutions in support of unit objectives, whether strategic or operational.

### Key Responsibilities

- In accordance with high organizational, professional and ethical standards, lead internal audits, select the focus and customize procedures so intended objectives and outcomes are met.
- Assist in development of the annual audit plan and effectively communicate results to stakeholders.
- Execute special engagements or investigations with a high degree of confidentiality and sensitivity.
- Build and maintain relationships that add value, such as influencing others to adopt recommendations, promoting concepts of risk and control improvement and addressing ethical business issues.

- Develop and provide training (risk management, internal controls, fraud awareness, etc.) to university departments as requested.

**Note****Qualifications**

A University degree and a professional accounting designation combined with approximately five years' audit experience (internal audit experience preferred). The incumbent will have strong knowledge of internal audit standards, methodologies, risk focused auditing of financial and information systems and processes. Ability to work effectively with diverse populations and build effective working relationships and collaborate with individuals or groups and senior leaders is critical. The incumbent will have exceptional data analytical abilities with the capacity to communicate clearly and effectively. The incumbent will act ethically with integrity and fairness to build and maintain trust and credibility. Demonstrated successes in facilitating process improvement and design would be an asset.

**Job Competencies**

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Integrity
- Respect & Inclusion
- Thinking and Acting Strategically
- Relationship Building
- Accountability for Performance & Results

**Additional Information****Application Consideration**

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

**Posting Detail Information**

|                            |            |
|----------------------------|------------|
| <b>Number of Vacancies</b> | 1          |
| <b>Open Date</b>           | 08/19/2020 |
| <b>Close Date</b>          | 09/09/2020 |
| <b>Open Until Filled</b>   | Yes        |

**Special Instructions to Applicant**

**Quick Link for Direct Access to Posting** <http://dal.peopleadmin.ca/postings/4190>

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**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

## Documents Needed to Apply

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### Required Documents

1. Résumé / Curriculum Vitae (CV)

### Optional Documents

1. Cover Letter