

<b>JOB TITLE</b>	<b>Internal Auditor</b>	
<b>DIVISION/DEPARTMENT</b>	Corporate	
<b>LOCATION</b>	Montreal	
<b>REPORTS TO</b>	Administratively to Corporate Controller, functionally to Audit Committee	
<b>CAREER LEVEL</b>	TBC	
<b>NO. OF DIRECT REPORTS</b>	None	
<b>SUMMARY</b>	This position reports to the Corporate Controller (based in Montreal) and is responsible for leading the Internal Control and Internal Audit activities of the organization.	
<b>QUALIFICATIONS</b>	<b>EDUCATION</b>	Bachelor's in accounting, administration, economics or business
	<b>TECHNICAL</b>	Chartered Accountant (CA) or Chartered Professional Accountant (CPA) mandatory, Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) preferred
	<b>EXPERIENCE LEVEL</b>	<ul style="list-style-type: none"> <li>• 7 years+</li> <li>• Experience in preparing and executing audits and internal controls effectiveness testing.</li> <li>• Experience in preparing reports and communicating recommendations for management.</li> </ul>
<b>KEY COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Proven knowledge of internal auditing standards and procedures</li> <li>• Strong understanding of risk assessment process and internal controls framework</li> <li>• Thorough knowledge of accounting procedures and strong financial acumen</li> <li>• Working knowledge of IT General Controls</li> <li>• Must be confident and keen on understanding the drivers behind the business</li> <li>• Assertive, self motivated and autonomous</li> <li>• Ethical and accountable</li> <li>• Demonstrates prioritization and collaboration skills</li> <li>• Strictly adheres to deadlines</li> <li>• Excellent communication skills both written and verbal</li> </ul>	

	<ul style="list-style-type: none"> <li>• Advanced skills in standard MS Office tools required; experience with data visualization tools preferred</li> </ul>
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<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>- Lead high quality, professional execution of internal audit engagements aligned with the Company’s risk management assessment.</li> <li>- Managing part time internal and/or external resources who will assist in delivering on specific internal audit mandates (as applicable)</li> <li>- Development of the Company’s annual internal audit plan and internal control testing.</li> <li>- Schedule, plan and supervise/conduct internal audits of various departments to verify adequacy of internal controls and make necessary suggestions for changes.</li> <li>- Coordinates the implementation of recommendations as required.</li> <li>- Prepares internal control and internal audit reports for senior management and the Audit Committee.</li> <li>- Work on advisory mandates to help identify performance improvement opportunities for departments within the Organization and lead presentation of findings and recommendations.</li> <li>- Review, evaluate and maintain Financial Policies and Internal Control Policies.</li> </ul>
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Travel: Occasional

<b>APPROVED BY</b>		<b>DATE</b>
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