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BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



BUSINESS ADVISORY & COMPLIANCE MANAGER

REGULAR FULL-TIME

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Exempt – Regular Full-Time

SCOPE

The purpose of this role is to support and facilitate business improvement and financial compliance across the City. This position also plays a key role in optimizing the City's financial procedures along with delivering on the annual internal audit plan and undertaking special projects as determined by management. It will have a high level of interaction across the organization and will involve extensive, ongoing cooperation and coordination across all City business units. This is a hands-on role that requires someone with energy and drive, as well as the ability to facilitate productive relationships, deliver results, and successfully drive business improvement. Thereby, creating an environment and culture that contributes to sustainable business success and ensures delivery of best value to the citizens of Surrey.

Reporting to the Director, Finance, this position will be responsible for supporting business improvement and enhancements, conducting internal audits and reviews, and ensuring compliance with critical financial processes. This ensures the city takes full advantage of resources and related technologies to align with best practices. This position involves analysing complex financial transactions and providing internal customer service, leadership and support related to general financial processes for the City. The incumbent will bring exceptional communication and organization skills, a focus on continuous improvement, and a positive and practical approach to meeting the objectives of the role.

RESPONSIBILITIES

The successful candidate will:

- Develop and maintain processes and procedures which ensure the on-going successful completion of the annual internal audit plan
- Perform internal audit duties including business process reviews and internal control reviews
- Research records and data from multiple sources such as departmental files and a variety of databases.
- Apply relevant legislation, policies, procedures and guidelines
- Respond to enquiries from senior management and staff related to business improvement, enhancements and City procedures

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- Prepare comprehensive reports to support conclusions and communicate results to appropriate individuals
- Adhere to quality assurance processes and procedures to produce consistent quality of work.
- Participate in testing of upgrades to programs and databases
- Propose recommendations for business improvements and efficiencies and
- Lead or assist with various special projects that may be assigned from time-to-time

The successful candidate will have the ability to:

- Communicate effectively both orally and in writing
- Establish and maintain effective working relations with senior management, and staff
- Deal effectively and tactfully with internal and external stakeholders
- Persuade, analyze, reason, evaluate and problem solve
- Exercise considerable independence of judgment and action on all aspects
- Understand/analyze the relationships between complex business requirements and technological solutions that align with City operations and implement collaborative solutions and
- Demonstrate attention to detail in the application of International Internal Audit Standards, Public Sector Accounting Standards, the Community Charter, and other relevant statutes.

QUALIFICATIONS

To be considered for this exciting opportunity, you will possess the following minimum qualifications:

- Completion of the Canadian Professional Accountant designation and a bachelor's degree in any discipline from a recognized post-secondary institution with a minimum of 5 years of increasingly complex experience
- Track record of successfully developing and executing business improvements involving multiple internal and/or external stakeholders
- Completion of a Police Information Check
- Experience in business process and internal control reviews, external and/or internal audits
- Knowledge of Local Government Finance and Unit4's ERP is an asset.

OTHER INFORMATION

M2 - \$104,807 - \$123,302

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