



Position Title: Program Manager, Internal Audit

Position Status: Full-Time Regular

Department: Human Resources & Corporate Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P4B (\$138,719.13 - \$163,194.52 annually)

Our Human Resources & Corporate Services Department is seeking a Program Manager, Internal Audit who will oversee the internal audit and enterprise risk management functions for Metro Vancouver. The position is responsible for developing and executing an annual risk-based audit plan, ensuring the effectiveness of internal controls, risk management & mitigation strategies and governance processes. It leads the full audit review process and ensures timely resolution of audit findings and recommendations. While advising senior stakeholders on key matters related to internal audit and risk, the role also plays a key part in strengthening organizational capacity in internal controls and risk management awareness through coaching and mentoring.

You are a strategic and collaborative professional who brings deep expertise in risk-based audit planning, internal auditing standards, risk management and governance frameworks. You have demonstrated experience leading teams and possess exceptional critical thinking, sound judgment, and the ability to communicate complex issues clearly. As a trusted advisor and mentor, you thrive in a dynamic, multi-stakeholder environment, handling sensitive matters with professionalism and tact. You enjoy staying up to date on trends in internal audit, risk and governance and bring a continuous improvement mindset.

The Program Manager, Internal Audit reports to the Deputy Chief Administrative Officer, Operations.

This role:

- Leads a team of professional staff and works as a specialist to plan, execute and manage the internal audit function and enterprise risk management for Metro Vancouver. Develops and implements an annual risk-based internal audit plan, aligned with organizational priorities and emerging risks. Ensures internal controls, internal audit methodologies, quality standards, governance processes and risk management and mitigation strategies are effective and aligned with organizational objectives, regulatory requirements, and best practices.
- Leads and conducts operational, financial, compliance, and IT audits and risk management reviews, including planning, fieldwork, reporting, and follow-up. Evaluates the adequacy and effectiveness of internal controls, risk management, and governance processes.

- Prepares clear, concise audit and risk management reports and presents findings, recommendations, and action plans to senior management and political committees and board as required.
- Provides advice and guidance on internal controls, process improvements, fraud prevention, and compliance with policies and regulations. Liaises with management, external auditors, regulators, and other stakeholders to coordinate audit activities and share best practices.
- Monitors trends in internal audit, risk, and governance, and recommends improvements to audit methodologies and tools. Promotes internal control and risk management awareness through training and communication initiatives.
- Tracks management action plans and ensure timely resolution of audit findings and recommendations.
- Accountable for program budget preparation and reporting; monitors and controls spending ensuring the effective and efficient expenditure of funds.
- Responsible for hiring, supervising, directing, and motivating staff and monitors performance towards department and corporate objectives; ensures staff adhere to corporate and board policies. Leads, coaches, mentors and develops staff recognizing the importance of training. Resolves technical, operational or relational issues staff encounter while doing their work.
- Performs other related duties as required.

To be successful, you have:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field. 8-10 years of progressive internal audit and risk management experience, preferably in the public sector, utilities, or a complex multi-stakeholder environment; or an equivalent combination of training and experience.
- Professional designation such as CPA, CIA, or equivalent is required. Accreditation as one or more of the following is an asset (CIS, CISA, PMP, CMC, MBA).
- Strong knowledge of internal auditing standards (e.g., IIA Standards), risk management, and governance frameworks.
- Demonstrated experience managing and executing risk-based audit plans and leading audit teams.
- Excellent analytical, critical thinking, and problem-solving skills. Ability to analyze, interpret and make recommendations on complex issues.
- Excellent written and verbal communication skills including well developed report writing and presentation skills; ability to present complex issues clearly to diverse audiences.
- Sound budgeting and financial management skills. Ability to monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.
- Demonstrated ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be political and/or sensitive. Skill in dealing openly, tactfully and sensitively in a variety of situations. Demonstrates high ethical standards, integrity, and discretion.
- Ability to work under broad direction, manage multiple priorities, and use significant independent judgement to provide advice on issues of significant consequence for the organization.
- Ability to meet timelines and objectives and demonstrates persistence in overcoming obstacles. Demonstrated ability to identify areas of opportunity or risk and propose solutions to resolve issues in the best interest of the organization.

- Sound ability to supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and responds to changing priorities.
- Proficiency using Microsoft Office programs, including Word, Excel, and Outlook. Proficient in audit management software and data analysis tools.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by September 2, 2025.