



File Number: 6004-8-02

EMPLOYMENT OPPORTUNITY

Competition: # HQO-18-016

Open to: This Category II position is open to all interested parties.

Manager, Compliance and Assurance

Non-Public Funds

Finance Division

Headquarters - Ottawa

Permanent Full Time Position

Who We Are:

CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at www.cfmws.com.

Job Summary:

Under the direction of the Senior Manager, Compliance and Assurance, the Manager, Compliance and Assurance plans, manages and organizes compliance and assurance review activities. She/he collaborates with analysts and Non Public Property (NPP) operational managers during the course of reviews by setting timelines and providing feedback. She/he interprets and provides guidance on policies, procedures and legislation so that proper assessments are made and findings are validated. The Manager, Compliance and Assurance assesses the effectiveness of internal controls in use at NPP entities and provides recommendations to senior management in the resolution of issues. She/he writes and prepares documentation such as compliance and assurance programs, reports, briefing notes etc. in order to provide information, guidance and statistics or analysis on compliance issues affecting NPP operations.

Qualifications:

Bachelor's degree in Business Administration, Commerce or a related field AND some years of experience in auditing or a related field

OR

College diploma or certificate in Business Administration, Commerce or a related field and several years of experience in auditing or in a related field

AND

Accounting designation such as Chartered Professional Accountant (CPA), Certified General Accountant (CGA), Certified Management Accountant (CMA), Chartered Accountant (CA) or Certified Internal Audit designation, an asset

OR

A demonstrated equivalent combination of education, training and/or experience. This includes but is not limited to demonstrated military education, training or experience

Language requirement: Bilingual Essential

Second Official Language Proficiency (English and French Essential)	
Reading Comprehension	3

Posted / Affiché le : 01 June 2018 / 01 juin 2018

Expires / Date de clôture : 15 June 2018 / 15 juin 2018



<i>Written expression</i>	2
<i>Oral interaction</i>	3

Level: N/A(No proficiency), 1(Basic), 2(Functional), 3(Advanced), 4(Professional)

Experience Requirements:

- In planning and organizing compliance and assurance reviews
- In evaluating review findings with respect to policies, procedures and/or legislation
- In communicating review findings verbally and with written reports
- In providing financial analysis and interpreting results to senior management
- In personnel administration
- In developing and mentoring subordinates

Benefits Available: Competitive Benefits including, Pension Plan & Savings plans (TFSA, RRSPs), Educational Assistance, Accessible facilities on base (i.e. Fitness facility, etc), CANEX Privileges

Salary: \$74,250 - \$87,400 per annum

Relocation: Relocation benefits will not be provided

Security: Reliability Status

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

Employment Equity: NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

Start Date: as soon as possible

Posting Date: 01 June 2018

Application Deadline: 23:59 hrs Pacific Time on 15 June 2018

Application Submission: Submit resume to NPF HR Office quoting competition # HQO-18-016 Email: Recruiting@cfmws.com or online: www.cfmws.com.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.