



POSITION PROFILE

Senior Manager, Inspections
Montreal, QC

Role

Carry out the core inspection activities as a team member as defined in CPAB's Inspection methodology

Responsibilities

1. In conjunction with the Director, Inspections, prepare, conduct and document interviews with audit partners and managers on audit engagements and for assigned elements of quality control
2. Document findings and conclusions from engagement reviews and prepare recommendations to engagement teams for approval by the Team Leader. Assist the Director and Team Leader to communicate these matters orally and in writing. Draft related matters for the inspection report.
3. Document findings and conclusions from procedures related to quality control elements and prepare recommendations and observations for exceptions noted. Draft related matters for the inspection report.
4. Collaborate and consult with other team members in the conduct of inspections to maximize learning, productivity and rigour
5. Maintain effective administrative control of assigned inspection work, including meeting deadlines, communicating effectively with and consulting with the team leader and other team members, consulting CPAB specialists and ensuring inspection work meets CPAB's documentation standards
6. Participate in special projects as assigned
7. Contribute to the success of CPAB training sessions by active participation and development and presentation of training materials as appropriate
8. Engage in professional development to continually grow competence and capability

Core Competencies

- Bilingualism
- Analysis
- Communication
- Consultation
- Creativity
- Influencing
- Integrity
- Judgment
- Relationship management
- Risk assessment
- Strategic thinking

Technical Competencies

- Proficiency in CPAB inspection methodology and systems
- In-depth knowledge of GAAP and GAAS



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Work Experience

8 to 10 years progressive accounting and audit experience including manager level experience in a Big 6 or mid-tier firm

Reports To

Ultimately to the Senior Regional Director – Eastern Canada. On a day to day basis, the Team Leader.

Direct Reports

Interdependencies

Internal	Prime Interface	Need from this Interface	Offer to this Interface
	Team Leaders, Deputy Team Leaders, and Directors, Inspections	In-depth understanding of and expert application of inspection methodology Constructive questioning at meeting reviews Coaching and guidance Stakeholder relationship management Rigorous inspection process management	Technical audit and accounting expertise Clear and substantive memos and reports Stakeholder relationship management Collaborative consultative interaction among team members
	Technical Reviewers (GAAP Experts Outside of the Team)	Technical input	Follow through on their recommendations
	Inspection Team Members including Consultants	Collaborative consultative interaction In-depth understanding of and expert application of inspection methodology Technical audit and accounting expertise Stakeholder relationship management	Technical audit and accounting expertise In-depth understanding of and expert application of inspection methodology Stakeholder relationship management



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Interdependencies (cont'd)

Internal	Prime Interface	Need from this Interface	Offer to this Interface
	Director Staffing, Policy, Methodology & Projects	Consideration of technical competencies and career aspiration/plan	Availability for Inspections teams Technical expertise
External	Prime Interface	Need from this Interface	Offer to this Interface
	Audit Partners and Managers in the Firms	Preparedness Cooperation	Preparedness Efficiency in the inspection process Strategic focus and value add Inspection team cohesion