

Gradworks Internship Number: 526

Company Name: SaskTel
 Position: Auditor – Internal Audit
 Location: Regina
 Number of openings: 1
 Wage: \$3,224 (Monthly)
 Resume Deadline: May 6, 2010 by 4:00 PM
 Start Date: June 16, 2010
 End Date: June 15, 2011

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions within our network of Saskatchewan employers. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. To be eligible for a Gradworks internship you must be a recent college, technical institute or university graduate, have little or no relevant work experience in your field of study and be eligible to work in Canada.

Internship Information – Auditor Internal Audit

- Assist with professional internal audit activities in compliance with the *International Professional Practices Framework (Institute of Internal Auditor's Standards)*. Works independently under general direction and will contribute to the accomplishment of corporate strategies, goals and objectives through a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Responsibilities:

1. Assists the Director of Internal Audit in identifying and reporting significant conditions, risks and issues related to the adequacy and effectiveness of the processes for controlling and governing activities of SaskTel and its subsidiaries including recommending improvements to these processes.
2. Identifies and evaluates the organization's risk areas and provides input to the development of the annual Internal Audit Program.
3. Evaluates and assesses emerging risks that arise from significant changes to SaskTel's organization, operations, control processes, products and infrastructure, including: corporate ethics, privacy policies, security, new business ventures/investments, risk management, compliance and environmental issues.
4. Conducts internal audit projects/engagements, including performance (Post Implementation Reviews), operational, financial and compliance audits, in accordance with the *International Professional Practices Framework of Internal Auditing*. Develops the audit scope, objective and approach independently or with the assistance of a Senior Auditor. Projects involve completing a control risk assessment, reviewing control systems and recommending viable, practical solutions to correct deficiencies which assist SaskTel management in achieving organizational goals and objectives.
5. Performs audit procedures for each audit engagement, including identifying and defining issues, developing criteria, reviewing and analyzing evidence and documents, documenting client processes and procedures, conducting interviews, developing and administering surveys, composing summary memos, and preparing working papers.
6. Prepares clear and concise written audit reports and presentations to communicate the results of audit and consulting projects on a timely basis to the Audit Committee of the Board of Directors, SaskTel Executive and management. This includes identifying, developing and documenting audit issues and recommendations for improvements using independent and objective judgment concerning areas reviewed.
7. Maximizes the effectiveness of the Internal Audit Program by following up on actions arising from audits to ensure risks are mitigated and controls are strengthened.
8. Liaises with managers at all levels of SaskTel Holdco in the planning and execution of Internal Audits and develops and maintains positive and effective working relationships.
9. Evolves the Internal Audit function through the application of Canadian and International frameworks, models, and standards. Responsible for continuous learning in emerging trends and successful audit practices such as Internal Controls Certification, CEO/CFO Certification, CRTC Regulations, IFRS Compliance, PCI Compliance, Environmental Regulations, Privacy Regulations, ISO Standards and Enterprise Risk Management.
10. Pursues professional development opportunities, including internal and external training and professional association memberships, and shares knowledge gained with co-workers.
11. Maintains independence and objectivity at all times, focusing on confidentiality, ethics and integrity during assurance and consulting services.
12. Performs related work as assigned by the Director of Internal Audit or Senior Auditor, which may include:
 - Completing security reviews;
 - Coordinating and overseeing non-profit audits, including coaching volunteer auditors;
 - Participating in Quality Assurance Reviews for compliance with IIA Standards;
 - Investigating significant suspected fraudulent activities within the Corporation.

Qualifications:

Degree in Business Administration/Commerce

1. Knowledge of internal auditing, external auditing, business analysis/project management, or program evaluation experience would be an asset.
2. Knowledge of Internal Audit Standards and Code of Ethics would be an asset.
3. Knowledge of contemporary risk management and control techniques, and control frameworks would be an asset.
4. Familiarity with the common indicators of fraud would be an asset.
5. Knowledge of collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
6. Knowledge of planning and project management would be an asset.
7. Considerable computer skills, including word processing, spreadsheet, systems documentation, audit packages, and other business software to prepare work papers, reports, memos, summaries and analyses would be an asset.
8. Further skills which would be an asset for this position include:
 - Written & verbal communication skills
 - Problem solving/Decision Making
 - Flexibility
 - Customer Orientation
 - Confidentiality
 - Initiative
 - Analytical

Additional Information:

The Gradworks Program supports the values of workplace diversity and employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority and women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter and resume, including references. **Your application will not be considered unless you have submitted both a cover letter and resume. The completion date of your post secondary education must be stated in your resume in order to be considered for the position. Please include the month of completion if your education was completed in the current year.**

Contact Information:

Toll free (877) 789-4723

Phone (306) 787-3639

Email: gradworks@cicorp.sk.ca

Website: www.gradworks.ca