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OPPORTUNITY PROFILE SENIOR MANAGER, COMPLIANCE AUDITS



**LIQUOR
DISTRIBUTION
BRANCH**

the right people

BC LIQUOR DISTRIBUTION BRANCH | SENIOR MANAGER, COMPLIANCE AUDITS

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THE ORGANIZATION

BRITISH COLUMBIA LIQUOR DISTRIBUTION BRANCH

The BC Liquor Distribution Branch (LDB) is one of two branches of government responsible for the cannabis and liquor industry of B.C. The LDB operates the wholesale distribution of beverage alcohol and non-medical cannabis within the province, as well as the household retail brands of BC Liquor Stores and BC Cannabis Stores. As the sole buyer and re-seller of liquor in the Province of BC's mixed public-private model under the Liquor Distribution Act, the LDB contributes more than \$1 billion annually in revenue to the Province, providing financial support for a variety of vital public services such as health care, education, and social services.

The LDB employs nearly 5,000 people in over 200 communities and has hundreds of career opportunities spanning the entire wholesale, retail and corporate operations – from supply chain logistics, to high-tech solutions, and everything in between. The LDB has been named one of BC's Top Employers 12 times over for offering exceptional places to work, flexible work hours and earned days off, extended health and dental benefits, maternity and parental leave top-up payments, a pension program, in-house professional and leadership development, and subsidies for professional accreditation.

Finance is separated into six work groups (Finance Corporate, Corporate Audit, Finance Wholesale, Finance Retail, Shared Services, and Regulatory & Compliance) and provides financial services to all LDB divisions. The Finance division provides financial reporting, advisory services, budgeting, capital asset reporting, and financial transactional processing (banking, accounting payable, accounts receivable). Finance is responsible for the LDB's enterprise risk management program and oversees regulatory compliance for BC liquor manufacturers/warehouses.

To learn more, please visit the BC Liquor Distribution Branch's [website](#).



THE OPPORTUNITY SENIOR MANAGER, COMPLIANCE AUDITS

Reporting to the Director, Regulatory & Compliance, the Senior Manager, Compliance Audit is responsible for ensuring the Regulatory & Compliance division management team has the financial stewardship services it needs to provide assurance on compliance of the private liquor distribution, liquor manufacturing, Cannabis cultivation, and cannabis production sectors with regulatory requirements, and make sound business recommendations regarding changes to policy, Acts, and/or Regulations and impacts on audit programs. This involves assessing compliance risks, leading, and managing audit programs, overseeing inventory counts and addressing non-compliance issues. The Senior Manager works closely with a network of key internal and external stakeholders and leads a team of financial professionals responsible for all auditing aspects for LDB liquor manufacturers, private liquor warehouse programs, cannabis cultivators, and cannabis licensed producers

Accountabilities

Financial Advice

- Interprets strategic objectives and develops/implements frameworks, policies, procedures, and guidelines related to regulatory and compliance management issues for LDB-wide programs,
- Provides the LDB with timely, accurate and relevant information to facilitate decisions and financial stewardship.

Financial Stewardship

- Leads and manages compliance risks in the liquor manufacturing environment and designs audit programs for all regulated areas; analyses impact of changes to Acts and/or regulations on all audit programs and develops and implements revisions to audit programs to ensure compliance,



- Leads and manages compliance risks in the Private Liquor Warehouse environment and provides oversight on audit programs for all regulated areas; analyzes impacts of changes to Acts and/or regulations and internal policies on all audit programs and approves revisions to audit programs to align with strategic objectives,
- Monitors and manages target annual audit deliverables for all audit programs; reviews operational support requirements, scheduling and staffing requirements while balancing with other internal initiatives. Reports on audit program performance and progress to the Director,
- Performs audit file reviews to validate that findings and control and process recommendations are fully supported; exercises final approval on file,
- Provide oversight on annual inventory counts and reconciliations for agent warehouses and distribution centers; approves inventory count reconciliation file reviews to assure completeness and accuracy of assessment amounts; identifies trends/risks and authorizes the invoicing of assessments and maintains final approval records,
- Monitors issues management: identifies, tracks, and reports on issues, alerts internal/external stakeholders of issues and recommends corrective action,
- Leads relationship management activities between key partners (e.g. Finance, Wholesale, Distribution, Legal, Communications, Policy, Retail Supply Chain, Regulatory & Industry Representatives, etc.) to ensure close working relationships, collaborate on initiatives, develop strategies, & exchange information,
- Establishes and maintains an in-depth understanding of all applicable Federal / Provincial legislation, e.g. LDA and Liquor Control and Licensing Acts (LDA and LCLA) and regulations, Cannabis Act and Cannabis Distribution Act, Excise and Duty Free Acts and regulations; International Financial Reporting Standards/ IFRS and interpretation bulletins, and related LDB policy and procedures; maintains expertise in current industry best practices regarding all aspects of liquor private liquor warehousing, liquor manufacturing, cannabis cultivation, and cannabis production.



Services

- Contribute to establishing performance goals and balanced score cards for the unit, monitors status of the performance,
- Contributes to the development and delivery of a variety of documents, briefing materials, correspondence, reports, position papers, strategy documents, presentations, etc.

Other

- Coaches and mentors team members and ensures their qualification and engagement in the achievement of annual targets; provides industry knowledge, technical expertise, and coaching (including teamwork, communication and relationship building) to build capacity and capability of the team,
- Supervises all aspects of subordinate employees' performance, including but not limited to providing formal and informal performance assessments; issuing disciplinary sanctions up to and including suspensions and making recommendations to the Director for employee termination should the need arise,
- Develops and delivers presentations to executive and stakeholder groups on financial policies, emerging or overlapping issues,
- Performs other related duties as required.

Special Requirements & Working Conditions

- Successful completion of a criminal records check,
- Occasional overnight travel within the Province of British Columbia,
- Work outside regular business hours to meet deadlines, as required.

Position Requirements

Education & Experience

- Canadian professional accounting designation (CPA) and a membership in good standing. Note: If your designation was obtained from outside of Canada, you will need to confirm it has been assessed for equivalency through an applicable Canadian Accounting Association,



- A minimum of five years of recent, related experience* in a senior leadership role,
- A minimum of 3 years continuous experience (within the past five years) supervising two or more employees in financial and administrative roles, preferably within a unionized environment.

*Recent, related experience must be within the last seven years and include the following:

- Leading, managing, supervising, and executing audits,
- Leading and managing the provision of compliance, policy and internal control advice, stewardship and services for a large wholesale or retail operation,
- Successfully leading significant change initiatives which improved the alignment of financial advice, stewardship and/or services with the business requirements of internal client groups.

Preference may be given to those candidates' experience in a large wholesale, manufacturing, and/or compliance environment as a professional in a regulatory/compliance role.

Knowledge

- Accounting standards (e.g. GAAP, IFRS); financial/accounting principles, auditing standards (e.g. GAAS), practices, systems and controls;; financial analysis,
- Strategic/operational planning, performance management, change leadership,
- Project management and risk management,
- Human resource management strategies, principles and practices that foster engaged and productive employees,
- Financial computer software programs, analysis and reporting tools (see: Tools/equipment).

Skills and Abilities

- Superior written and oral communication skills and attention to detail when communicating,
- Superior interpersonal/organizational/analytical/presentation skills,
- Ability to achieve deadlines within tight timelines while managing multiple priorities,
- Ability to lead development and implementation of operational policies, procedures and guidelines,



- Ability to communicate complex information in a manner than can be understood by the audience,
- Ability to demonstrate leadership, inspire and provide strategic direction and continually improve client service,
- Ability to coach and mentor employees.

Behavioural Competencies

In addition to the three Public Service Core Competencies (Service Orientation, Results Orientation, and Teamwork & Cooperation) and the five Leadership Competencies (Leadership, Strategic Orientation, Innovation & Change, Empowerment, and Developing Others) the following competencies are requirement of the position:

- Business Acumen
- Problem Solving and Judgement
- Long-term focus
- Change Leadership
- Holding People Accountable
- Building Partnerships with Stakeholders

For more information about behavioural interviews, competency definitions, and to watch interview videos, please visit: [Competencies in the BC Public Service](#)



COMPENSATION

A competitive compensation package will be provided including a competitive base salary and excellent pension and benefits. Further details will be discussed in a personal interview.

FOR MORE INFORMATION PLEASE CONTACT:

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