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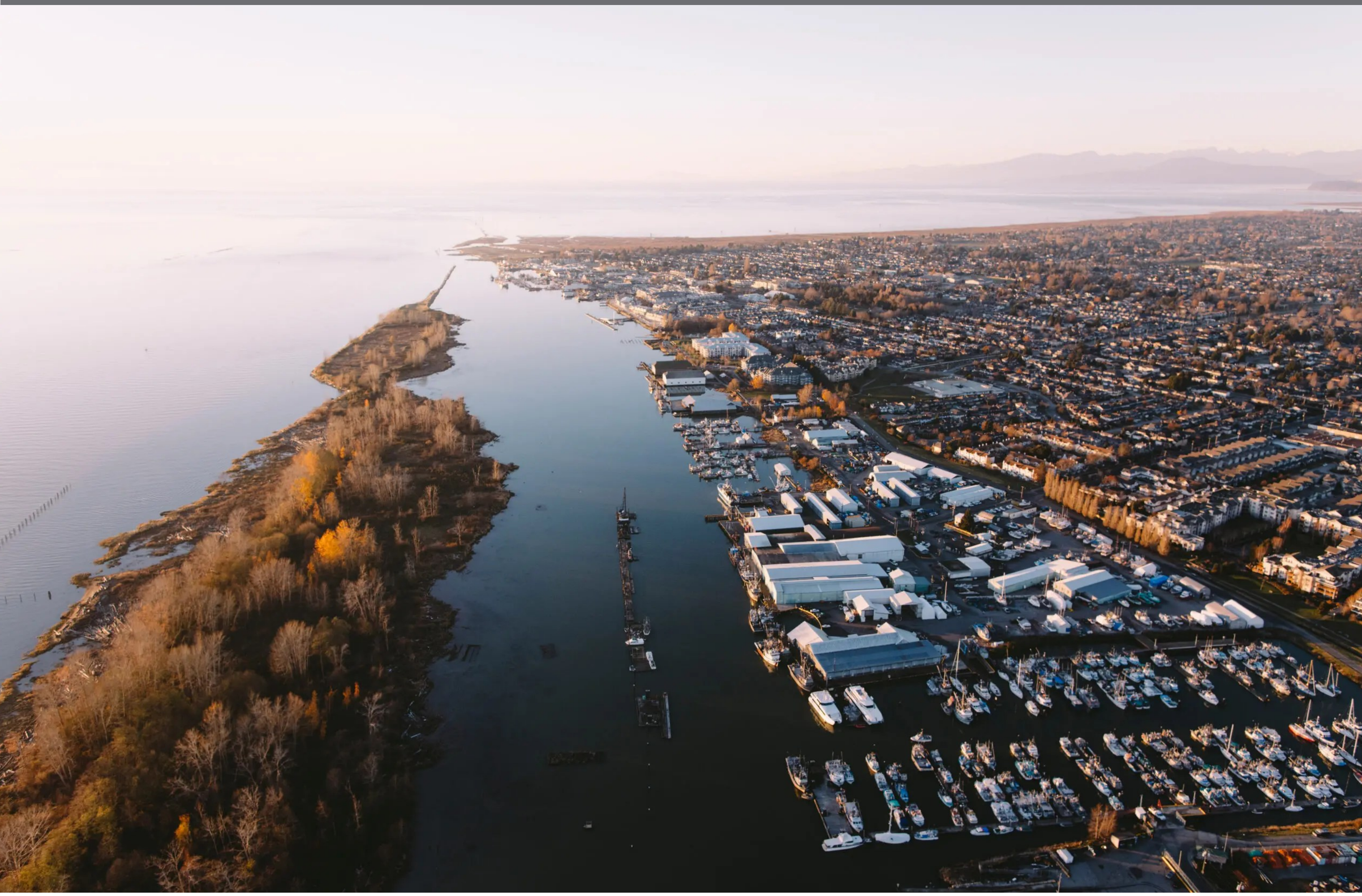
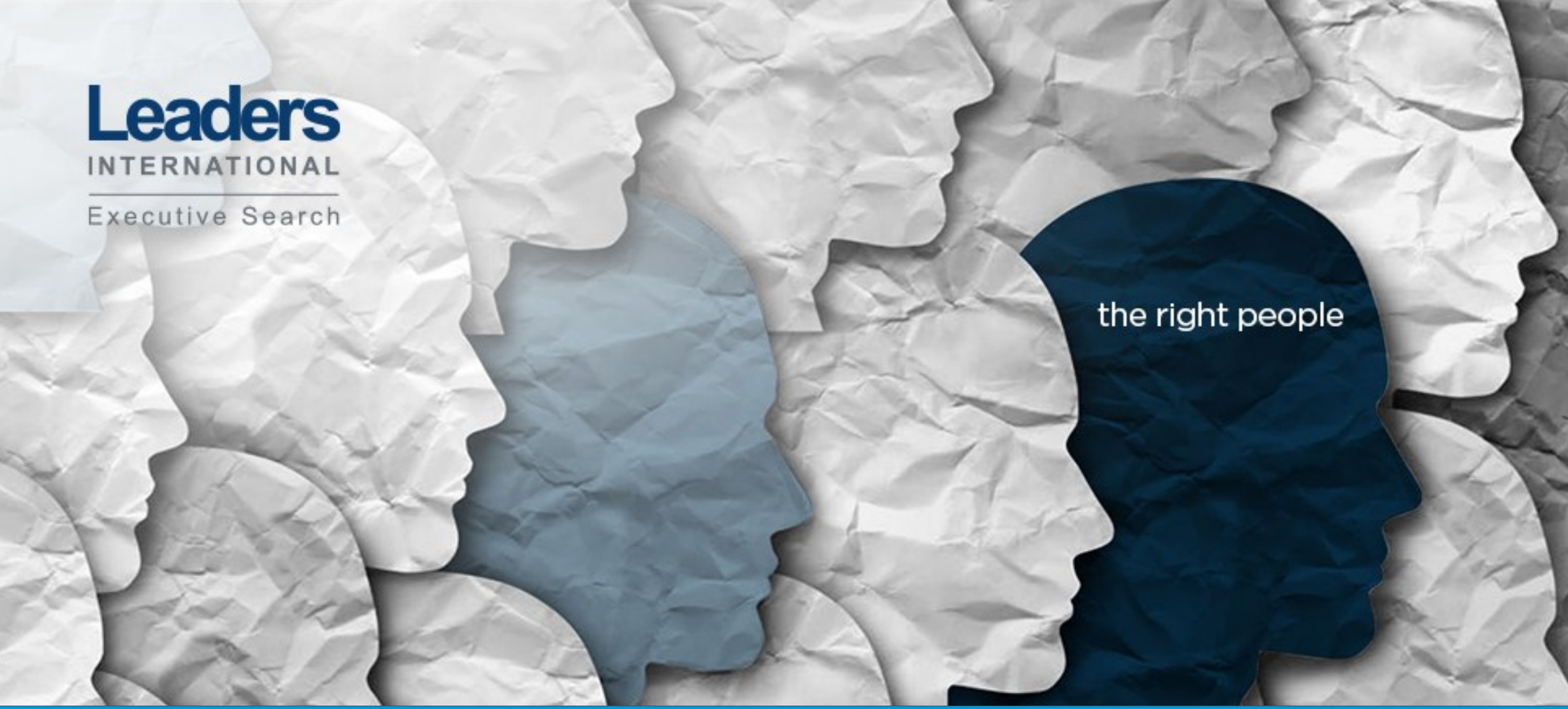


Opportunity Profile Senior Manager, Internal Audit & Risk

Richmond



CITY OF RICHMOND | SENIOR MANAGER, INTERNAL AUDIT & RISK

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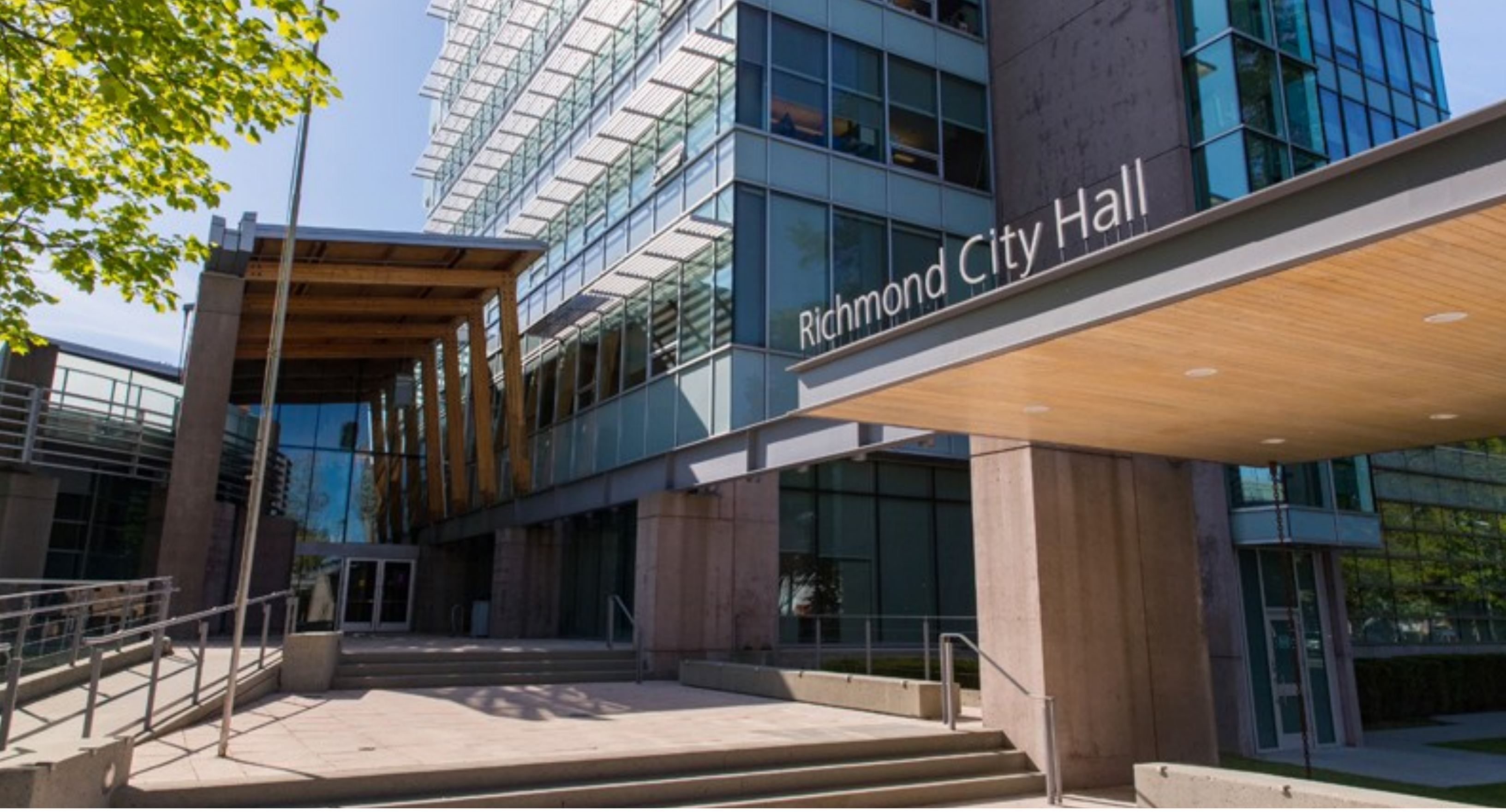


THE ORGANIZATION CITY OF RICHMOND

Richmond, BC is a culturally diverse, growing, and dynamic urban centre with approximately 214,000 residents and a unique mix of residential and commercial property, agricultural lands, industrial parks, waterways, and natural areas. Situated on the coast where the Fraser River meets the Pacific Ocean, Richmond has developed excellent parks, playing fields, scenic trails with waterfront access, cycling paths, modern recreation facilities, historic sites, and a growing inventory of public art installations.

Richmond is a vibrant and growing city. It has changed significantly over the past several decades and is now one of the most diverse cities in Canada, with more than 80% of residents identifying as a visible minority. This diversity is reflected across the City's neighbourhoods, businesses and community life, and is a defining feature of Richmond today.

Richmond strives to be to the most appealing, livable, and well-managed community in Canada, and residents enjoy the longest life expectancy in Canada. The City has been the recipient of numerous accolades for management, community events, park design, environmental initiatives, and innovation. An overview of Richmond's wide array of services can be seen here. Led by Mayor and Council, over 2,000 employees across five Divisions (Finance & Corporate Services, Engineering & Public Works, Community Safety, Planning & Development, and Community Services) work in partnership, along with a variety of community groups and volunteers, to achieve this vision.

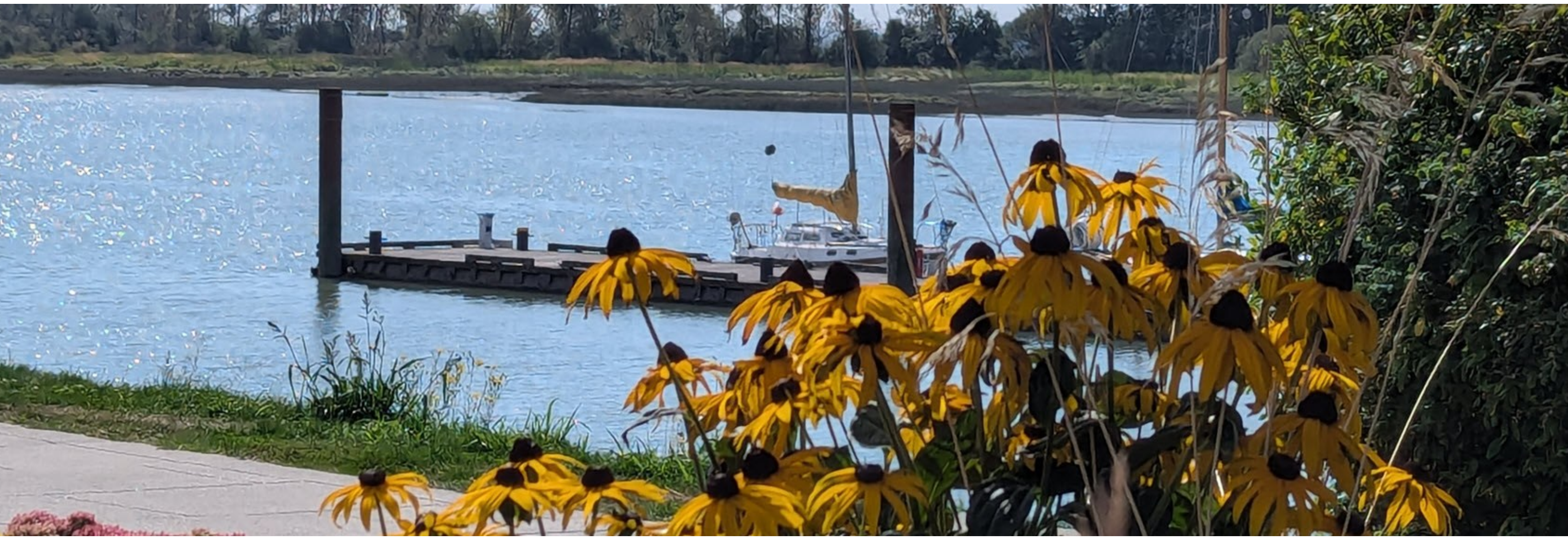
To learn more, please visit the City of Richmond's website.

THE OPPORTUNITY SENIOR MANAGER, INTERNAL AUDIT & RISK

The Senior Manager, Internal Audit and Risk ("Sr. Manager") is a hands-on leader of the City's internal audit and enterprise risk management programs. Providing regular reporting to the Senior Management Team and City Council through the Finance and Audit Committee, the Sr. Manager provides independent, objective assurance and advisory services that strengthen governance, risk management, internal controls, compliance and organizational performance.

The Sr. Manager develops and executes the risk-based internal audit plan, advances the City's enterprise risk management (ERM) program, and oversees the Fraud Risk Management Program. They provide expert advice on operational, financial, legal and reputational risks and supports departments in strengthening compliance with legislation, bylaws, Council policies and internal procedures.

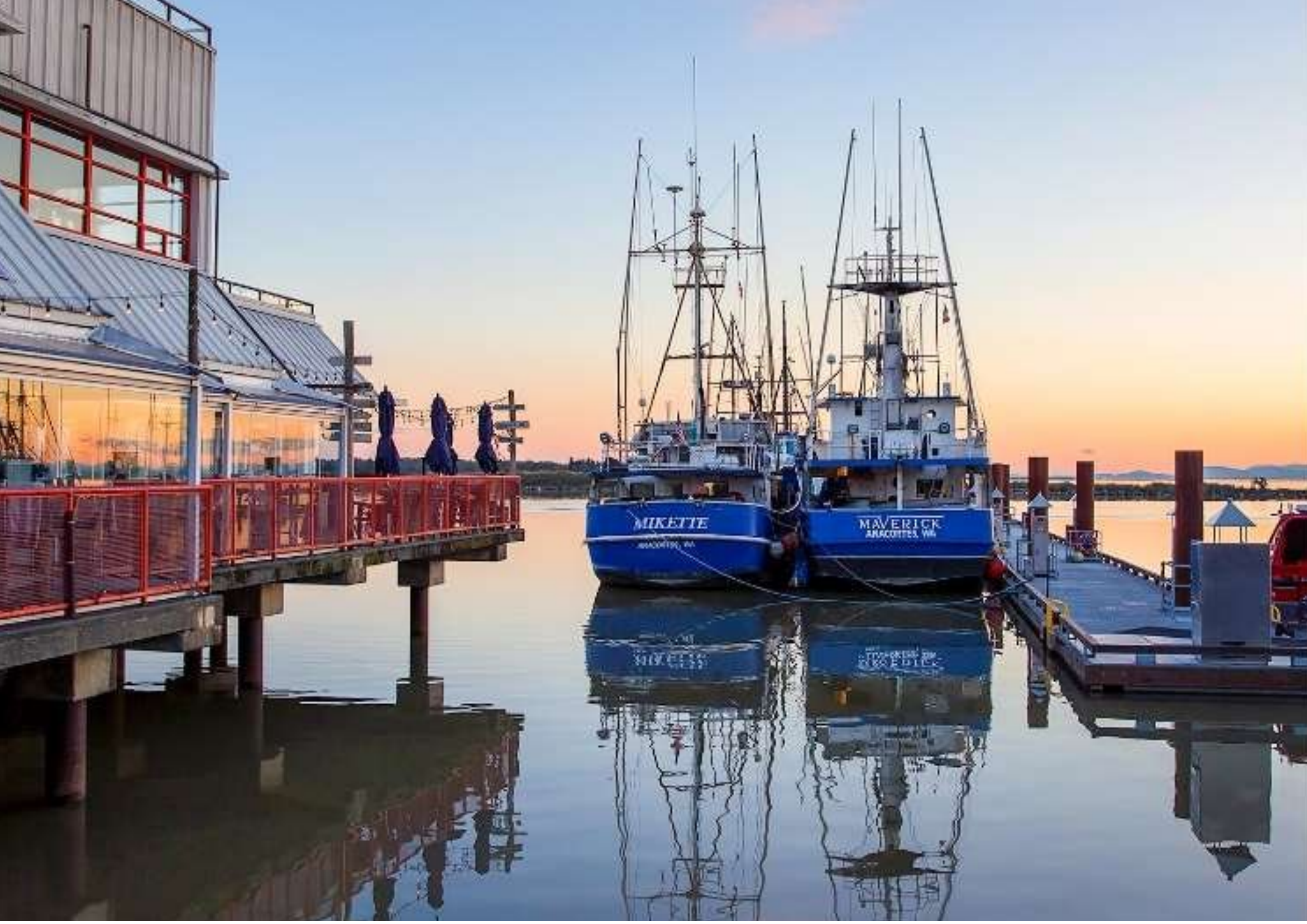
Acting independently across the organization, the Sr. Manager fosters accountability, compliance and ethical conduct, helping safeguard public resources, strengthen organizational resilience and support informed, evidence-based decision-making.



Key Accountabilities

Internal Audit Leadership

- Develop, implement, and maintain a multi-year, risk-based internal audit plan aligned with organizational priorities;
- Lead and conduct internal audits assessing financial, operational, compliance, and program effectiveness across City departments and City-owned entities;
- Provide actionable recommendations that strengthen internal controls, enhance efficiency, and mitigate key risks;
- Prepare and present audit results, follow-up reports, and annual audit plans to Administration and to Council via the Finance and Audit Committee.



Governance, Compliance and Controls

- Continuously assess the design and effectiveness of internal control and governance frameworks, and make recommendations for improvement;
- Monitor compliance with legislation, municipal bylaws, Council policies, and applicable standards;
- Provide expert advice to departments on risk mitigation, compliance requirements, and control enhancements;
- Support development (and enhancement of) of policies, procedures, and governance structures related to risk, audit, and internal controls.

Fraud Risk Management

- Oversee design, implementation, and continuous improvement of the City's Fraud Risk Management Program;
- Lead or support fraud risk assessments, development of fraud control plans, and implementation of prevention, detection, and response measures;
- Coordinate or support confidential investigations into suspected fraud, misconduct, or policy violations, ensuring due process and documentation.

Enterprise Risk Management (ERM)

- Lead the advancement and ongoing refinement of the City's ERM program, including risk identification, assessment, reporting, and monitoring;
- Support departments in embedding consistent risk practices, ensuring alignment with Council priorities and strategic plans;
- Develop risk reporting dashboards, heat maps, and analysis to support executive decision-making;
- Facilitate risk workshops and training across the organization.

Reporting to Council

- Provide regular reporting to Council through the Finance and Audit Committee, presenting audit plans and reports, highlighting information about key and emerging risks, and recommending actions and strategies to mitigate risk and strengthen organizational resilience;
- Provide clear, objective, and evidence-based analysis to support Council decision-making;
- Recommend policy or procedural changes to strengthen governance and reduce risk exposure.

Organizational Leadership & Collaboration

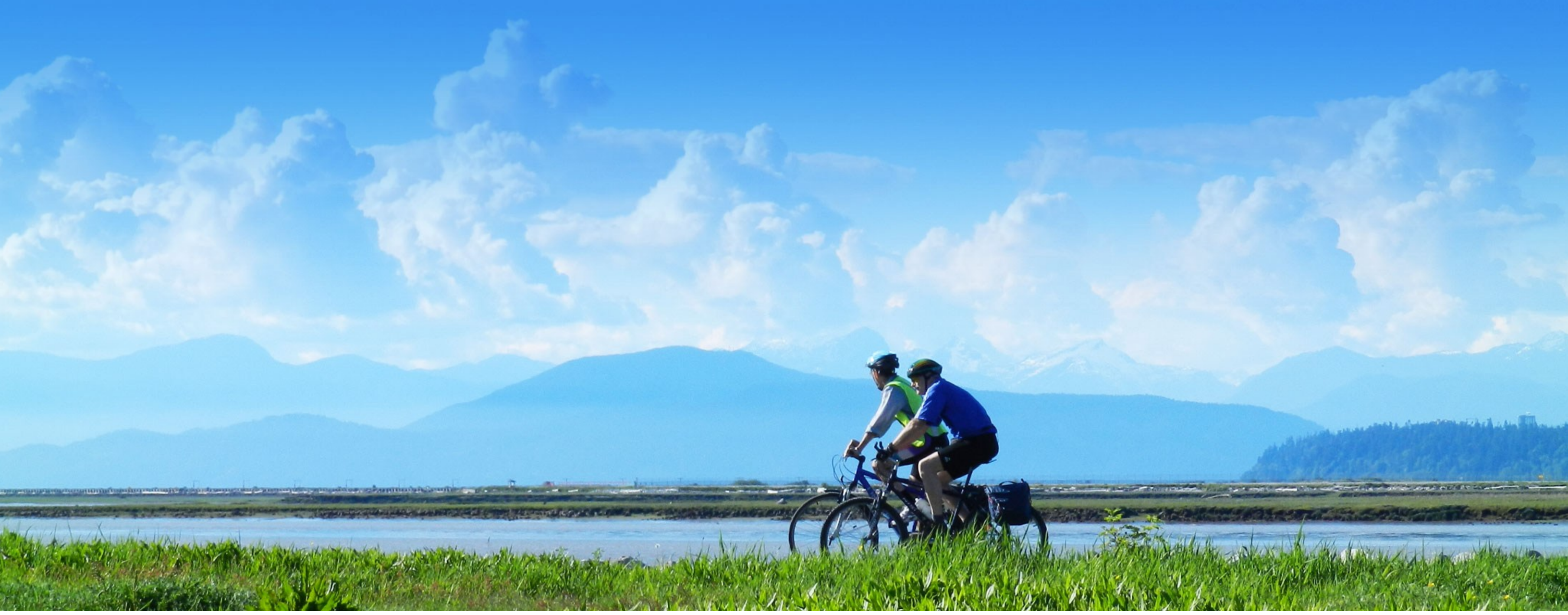
- Build strong relationships across departments to promote a culture of integrity, accountability, and continuous improvement;
- Design and deliver training and capacity-building programs related to audit, risk, and fraud awareness;
- Engage with external auditors, regulators, and peer municipalities to benchmark leading practices.

THE PERSON

The Sr. Manager should be a thoughtful and experienced leader, comfortable with the complexities of internal audit and the broader operations within an enterprise structure. Experience leading audit within a public-sector, multi-union environment is an asset. Possessing an inclusive and collaborative leadership style, they build trust with City leadership by creating a true team environment leveraging the expertise and strength that exists across the organization. The Sr. Manager should be decisive and possess sufficient business acumen, political savvy, and discretion to assist the department with complex decisions and guide staff through challenging initiatives.

Qualifications

- Bachelor degree in Accounting, Commerce, Finance, Business Administration, Public Administration, or a related discipline;
- A relevant graduate degree (e.g., MBA, MPA, MPP, MAcc, MMPA, MPAcc, MFAcc, MFRM) is an asset;
- Professional designation in good standing such as Chartered Professional Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE) is required; multiple designations preferred;
- Additional training or certification in enterprise risk management, compliance management, or fraud risk management is an asset;
- 7–10 years of progressively responsible experience in internal audit, enterprise risk management, compliance, or fraud risk management, within the public sector or a regulated environment. Public practice experience would be preferred;
- Experience designing and implementing audit plans, ERM frameworks, and fraud risk management programs;
- Demonstrated experience presenting complex audit and risk information to senior executives, Boards, or elected officials;
- Experience leading teams, managing staff, and working in cross-functional environments to influence organizational change.



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

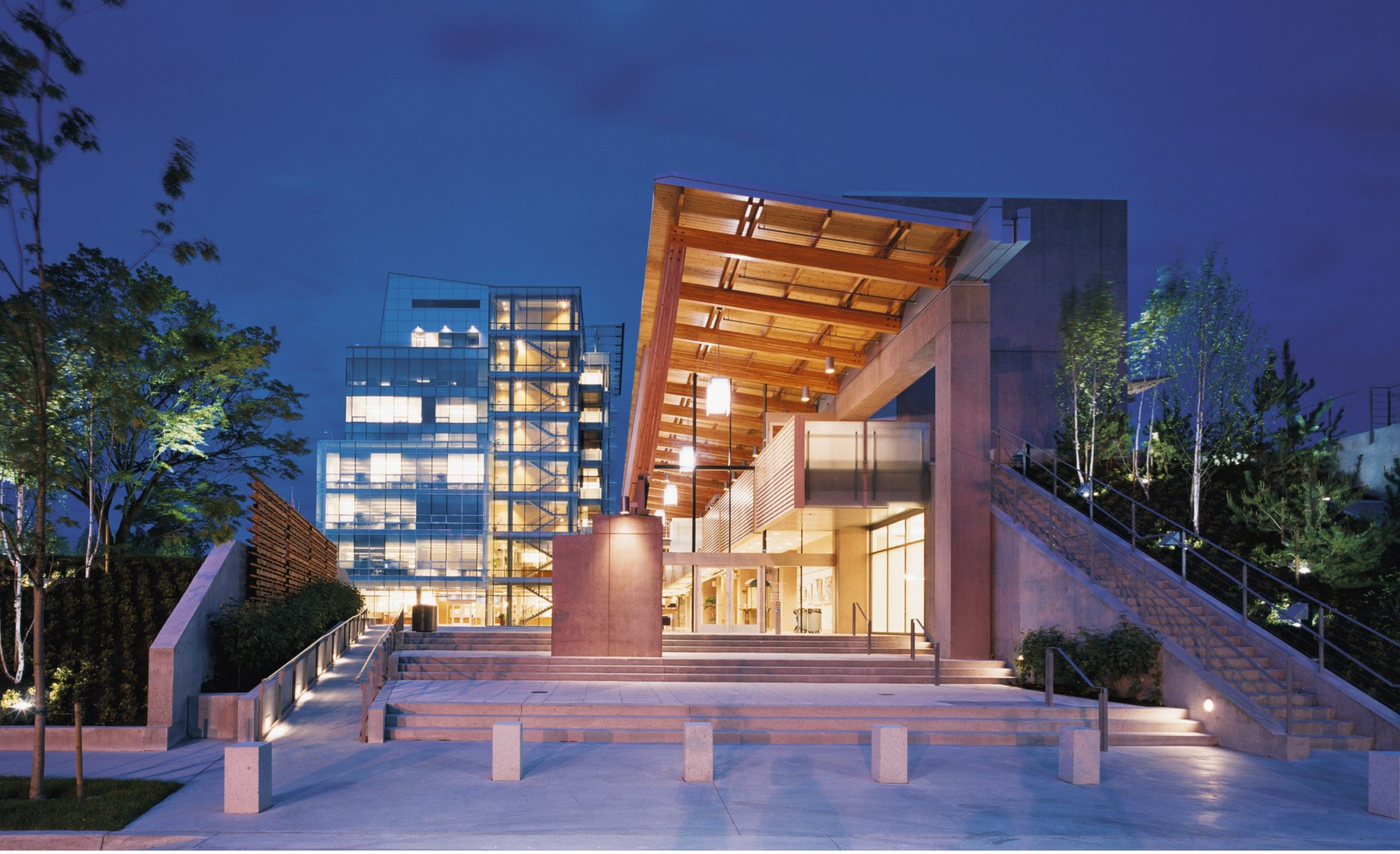
Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Public Service Focused – Anticipates and attends to the needs of internal and external stakeholders of the organization; keeps public interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. The salary range is $138,566 to $173,207. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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