

## POSITION: MANAGER, INTERNAL AUDIT & GOVERNANCE



### ABOUT TRISUMMIT UTILITIES INC. (TSU)

TSU is a Canadian energy company with natural gas distribution utilities and long-term contracted renewable power generation assets. TSU's mission is to be a clean and reliable energy supplier of choice through being a leader in safety, cost effectiveness and customer service. Our vision is to be a premier growing North American utility and renewable energy company. Our people take great pride in supporting and having a positive impact in the communities where we live and work.

### OPPORTUNITY

We have an exciting opportunity at TSU for a Manager, Internal Audit & Governance. Reporting to the Executive Vice President General Counsel and Corporate Secretary and working closely with the Executive Team and the Audit Committee of the Board of Directors you will advise on internal audit plans and risk-based audit matters. You will be responsible for leading the execution of various internal audits, including the assessment of effectiveness of internal controls over financial reporting (ICFR) as well as providing recommendations and advice to the executive team and managing implementation for improvements in business processes and policies. In addition, you will be involved in various audit projects, mergers & acquisitions, and report directly to the Audit Committee on internal audit and governance matters.

The ideal candidate will possess adaptability, motivation, knowledge and have professional agility in the role. A demonstrated ability to prioritize and execute multiple projects in a fast-paced environment and have a broad understanding of general business, internal control issues and internal audit processes.

TSU is committed to providing a productive and safe work environment for all employees. If you want to work for a company who values safety and reliability, people, a strong community, and continuous improvement, TSU may be the right company for you.

### RESPONSIBILITIES

- Prepare and present to the Audit Committee quarterly reports including details of the annual audit plan, 3-year rolling risk-based audit plan together with the status of work and summary of observations and recommendations.
- Report directly to the Audit Committee and liaise with the Chair on internal audit and governance matters.
- Manage and lead the evaluation of the effectiveness of internal controls, risk management practices and governance processes.
- Execute and manage assurance, compliance, and advisory assignments in accordance with the approved annual internal audit plan.
- Prepare formal internal audit reports that contain observations and recommendations and communicate results to the business and executive team.
- Follow-up on previous internal audit recommendations to ensure appropriate risk mitigation measures have been taken.
- Proactively work with the business to design and then test ESG controls, including GHG disclosure information, to support investor grade ESG reporting, and the assurance obtained through an independent verification.

- Perform annual risk assessment of the financial statements to determine the processes and controls in scope for TSU's ICFR program; this assessment covers business process controls and IT systems and controls.
- Liaise with TSU's co-source and process owners to plan and execute the ICFR program; most testing is completed by the co-source but the Manager, Internal Audit is responsible for its timely completion, overseeing remediation activities and completing quarterly DC&P testing and ELC testing.
- Assist in the development, advancement, implementation, and management of TSU's policies and processes including TSU's delegation of authority framework.
- Assist the business address control considerations relating to project and change management activities.
- Manage the whistleblower hotline and lead/assist with performing confidential audit investigations as required.
- Build strong relationships and work collaboratively with stakeholders to identify areas for improvement related to the control environment; for example, participating in the Cyber Steering Committee to mature TSU's cyber security program.
- Advise and support on integration projects as it pertains to audits and risks for the organization.
- Handle other audit matters and duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

- Minimum 7 years of experience in internal/external audit, controls testing or business process improvement.
- Professional Accounting and/or Internal Auditor designation (CPA, CIA, CISA) would be an asset.
- Experience working with and reporting directly to the Audit Committee of the Board of Directors.
- Integration project experience would be considered an asset.
- Experience working at regulated entities would be an asset.
- Advanced skills in Microsoft products including Visio.
- An ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports.
- Ability to work independently and in a team environment.
- Ability to work under pressure and meet tight deadlines.
- Flexible and willing to step into projects as needed.
- Ability to work with multiple functional areas to deliver results.

TSU believes that our people are our family; everyone contributes to the success of TSU. We believe in the strength of diversity, and we are dedicated to creating an inclusive environment and a diverse workforce.

## **KEY CONSIDERATIONS**

- This position is based in our downtown office location.
- The Calgary Office operates on a workplace flexibility program.

## **APPLICATION PROCESS**

If this opportunity based in our downtown Calgary Office speaks to you, qualified applicants are invited to submit their cover letters and resumes in confidence to the Human Resources Department.

We thank all applicants for their interest in our organization, only those candidates selected for interviews will be contacted. No agency referrals or telephone inquiries at this time.