

Position: Director, Practice Review
Reports to: Vice President, Public Practice Regulation
Contract type: Permanent, Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a leading CPA designate with proven experience in team management and public practice for the Director, Practice Review position. We are proudly recognized as one of BC's Top Employers for 2021. Come join a high performing and collaborative network of like-minded professionals by applying to the position.

Job Summary

This role is responsible for overseeing the Practice Review program, which includes the inspection of over 2,700 firms for compliance with CPA Canada Handbook standards. This role requires a high degree of technical competence in accounting and assurance standards and extensive experience in public practice. More importantly, people leadership skills are key to the success of the individual in this role. This role manages three (3) professional staff, three (3) administrative staff, and approximately 10-12 contract Practice Review Officers (PROs).

This role is also a key contact for the Public Practice Committee members for questions they may have regarding the practice inspection files for which they have been assigned, and provides further background and information in order for the Committee to make their final assessment on a firm.

Key Responsibilities:

- **Leading the Practice Review program, including oversight of the Practice Review Officers (PROs)**
 - Participates as a member on the Senior Management Committee, providing practice inspection updates
 - Provide leadership, coaching and mentorship to direct reports on a regular basis, with the goal of helping them to meet CPABC's organizational goals, as well as their own personal development goals
 - Foster strong collaboration and teamwork within the Public Practice team to ensure effective regulatory oversight of public practitioners
 - Work collaboratively with staff of other Divisions to co-create a positive workplace environment where open communication, innovation, and creativity are hallmarks
 - Responsible for the application and maintenance of policies and procedures related to the areas of responsibility of this position
 - Maintaining and improving systems and processes including the development and eventual implementation of a practice review workflow system in collaboration with the project manager, business analyst, IT team, and the external software vendor.
- **Public Practice Committee preparation and support**
 - Provide staff support to the Committee with respect to Practice Review – support at all Committee meetings, dealing with any inspection related issues raised at or in-between Committee meetings
 - Provide support to Associate Directors as they work with Committee members to ensure any questions arising on their review of inspection files are addressed, including providing additional relevant information to support their assessment on an inspection
 - Involved in setting agenda for all Committee meetings, in particular practice inspection items, and assist with preparing/reviewing/finalizing materials (pre-reading & handouts) for the meetings
 - Working with VP, Public Practice Regulation to recruit and train new Committee members.
- **Strategic planning, budgeting, variance analysis and reporting for the department**



- Contribute to the development of the strategic and operational plan for the Public Practice Department, which aligns with the overall strategic plan for CPABC
 - Liaise with VP of Public Practice Regulation and Director of Public Practice Licensing to develop policies, discuss issues and provide leadership to the department
 - Strategic brainstorming for the Public Practice Department (i.e. process improvement)
 - Contribute to the overall Public Practice Department budget
 - Oversee monthly/quarterly budget-to-actuals analysis and report on any significant variances or updates to the forecast
 - Approve practice review related invoices for finance
- **Work collaboratively with other departments to develop communications and tools or courses to assist public practitioners or help achieve the overall strategic goals of CPABC**
 - Teams can include: Advisory Services team, Professional Development team, Professional Conduct team
 - Provide support to other departments in their projects, as required

Key Requirements:

- Five (5) plus years of dedicated experience in management;
- Five (5) plus years of public practice experience
- CPA designation
- Detailed knowledge of Assurance and other CPA Canada HB standards
- Detailed knowledge of IFRS, ASPE, NPO, PSAB accounting standards
- Knowledge of professions' Act, Rules and Bylaws
- Ability to interpret and apply standards and the related strong professional judgement
- Strong team leadership and management skills
- High level of communication and interpersonal skills dealing with senior members of the profession
- High level of maturity and sensitivity in dealing with practitioners with respect to technical matters and requirements
- Conflict resolution skills
- Ability to apply strong professional judgement
- Strong verbal and written communication skills
- Excellent attention to detail
- Sound problem solving and critical thinking skills

Why join our team? CPABC offers a balanced and flexible work environment with a competitive compensation package for this exciting and challenging position. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca. This position will remain open until **December 6, 2021**.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

About CPABC



The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 38,000 CPA members and 6,000 CPA students. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC was presented with a BC Top Employer award for 2020 and 2021.