

## Accountants and Auditors

Occupational Family/Code – Finance and Revenue: FAT, FAU

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<b>Occupation Summary</b>	<b>Selection of Competencies</b>	<b>Knowledge</b>	<b>Skills</b>	<b>Personal Attributes</b>
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Accountants and Auditors perform a range of financial, accounting and/or auditing functions. While the focus of their jobs is different, many of their responsibilities are complementary and in some cases are similar.

### Accountants

Accountants are responsible for functions such as processing revenues and expenditures for a ministry, ensuring accuracy of financial statements and reports, supervising the processing of accounts receivable and payable, and developing and implementing various accounting procedures. This involves performing tasks such as: maintaining systems of accounts; reviewing financial statements and reports; developing and initiating new accounting processes, procedures and practices; ensuring compliance with internal control procedures; providing accounting advice to branches within a ministry; developing budgets, fiscal forecasts and financial reports; and supervising accounting staff. Accountants may be required to travel and work flexible hours.

A criminal record clearance is required.

### Auditors

Auditors are responsible for functions such as planning, conducting and leading audits for adequate financial controls and management practices, and recommending and monitoring changes to financial and management processes. This involves performing tasks such as: completing risk assessments and establishing audit objectives; designing and conducting system tests and procedures to evaluate program operations; developing, recommending and implementing audit plans; drafting audit reports based on audit findings with recommended changes; and supervising auditing staff. Auditors may be required to travel and work flexible hours.

All Senior Internal Audit (10 FAU) positions in the Internal Audit Branch, Comptrollers Division of Saskatchewan Finance are required to have a professional designation. The appropriate designation will be based on the position being filled. Designations include CA, CMA, CGA, CIA. For further clarification, refer to Saskatchewan Finance.

A criminal record clearance is required.



## Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

### Acts/Regulations/ Legislation

- Knowledge of applicable acts, regulations, policies, procedures, contracts, agreements and systems. **(Learn)**
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### Theories/Principles

- Knowledge applicable auditing and/or accounting practices, standards and procedures. **(Bring)**
  - Knowledge human resource management practices and principles. **(Learn)**
  - Knowledge management practices and principles. **(Bring - Senior Auditor)**
  - Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. **(Bring - Supervisors only/Learn)**
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### Technical

- Knowledge of applicable computer software packages and databases. **(Bring)**



## Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

### Communication

- Ability to verbally and/or in writing explain financial/ statistical/ administrative matters/ policies/ procedures/ regulatory matters/ audit results at a level appropriate to the audience. **(Bring)**

*Personal attributes which may link with this skill statement include: diplomatic, confident, discreet...*

- Ability to ask clear, concise and relevant questions to obtain desired information to perform an audit/a review. **(Bring)**

*Personal attributes which may link with this skill statement include: diplomatic, confident, discreet...*

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### Leadership

- Ability assign work to others taking into consideration priorities, workloads, skills and the work that needs to be accomplished. **(Bring)**

*Personal attributes which may link with this skill statement include: patient, creative, flexible...*

- Ability to instruct, guide, coach and encourage others to enhance their job performance and further develop their skills. **(Bring)**

*Personal attributes which may link with this skill statement include: persuasive, patient, diplomatic...*

- Ability to objectively evaluate work performance while encouraging employees to meet set work standards. **(Bring)**

*Personal attributes which may link with this skill statement include: confident, diplomatic ...*



- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination. **(Bring - Supervisors only/Learn)**

*Personal attributes which may link with this skill statement include: respectful, supportive, empathetic...*

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### Problem Solving

- Ability to (identify/ design/ select/ implement/ develop/ contribute to the development of) new ideas, sound financial planning and management practices, and approaches that will improve work/ financial/ management processes and systems. **(Bring)**

*Personal attributes which may link with this skill statement include: analytical, creative, persuasive...*

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### Interpersonal

- Ability to influence, persuade or convince others in order to achieve understanding and reach agreement. **(Bring)**

*Personal attributes which may link with this skill statement include: persuasive, confident, diplomatic...*

- Ability to calmly listen, assess and clarify problems and respond with options to clients/ co-workers/ vendors/ stakeholders/ consumers/ public who may be angry/ confused/ upset/ uncooperative. **(Bring)**

*Personal attributes which may link with this skill statement include: discreet, open-minded, patient...*

- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring - Supervisors only/Learn)**

*Personal attributes which may link with this skill statement include: welcoming, objective, understanding...*

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### Team/Independence

- Ability to work independently and work cooperatively with others in a team environment to establish, build and maintain positive working relationships and to ensure deadlines, goals and objectives are met. **(Bring)**

*Personal attributes which may link with this skill statement include: flexible, independent...*



### Organizational

- Ability to plan, prioritize and organize a large volume of tasks and projects for self and/or others taking into consideration frequent interruptions and conflicting and changing priorities to meet strict deadlines. **(Bring)**

*Personal attributes which may link with this skill statement include: flexible, independent, creative...*

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### Analytical

- Ability to review, interpret, evaluate financial data and systems/ operational data/ controls in order to form conclusions and/or make recommendations on validity/ usefulness/ correctness/ compliance within established policies, procedures, guidelines, agreements and/or legislation. **(Bring)**

*Personal attributes which may link with this skill statement include: analytical, attentive to detail, creative...*

- Ability to identify/ design/ implement/ monitor/ evaluate/ recommend financial services and accounting and management processes and systems to ensure financial integrity and/or effective delivery of service. **(Bring)**

*Personal attributes which may link with this skill statement include: analytical, creative, detail-oriented...*

- Ability to develop/ implement/ monitor/ evaluate/ recommend adequate financial, administrative and management controls and corporate governance. **(Bring)**

*Personal attributes which may link with this skill statement include: analytical, innovative, attentive to detail...*

- Ability to examine, understand and appropriately apply complex and sometimes conflicting policies, agreements, contracts, acts and regulations to difficult situations/ daily operations. **(Bring)**

*Personal attributes which may link with this skill statement include: analytical, creative, detail oriented...*

- Ability to accurately compile, compare, calculate, identify and summarize data to complete such tasks as adjusting entries/ preparing financial statements/ statistical reports/ supporting documents/ year-end schedules/ forecasts/ budgets/ project evaluations/ trend analysis. **(Bring)**



*Personal attributes which may link with this skill statement include: analytical, attentive to detail, conscientious...*

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### Technical

- Ability to input, edit, update, retrieve, maintain, format and transmit data, create and generate queries, reports and documents utilizing word processing, databases, spreadsheets, communications and other software packages with speed and accuracy. **(Bring)**

*Personal attributes which may link with this skill statement include: accurate, detail-oriented...*

**Personal Attributes**

**(Bring)**

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

**Personal attributes for the Accountants and Auditors include:**

**To Be...**

<ul style="list-style-type: none"> <li>• analytical</li> <li>• honest/ ethical/ discrete</li> <li>• accountable</li> <li>• creative/ innovative</li> <li>• persuasive</li> <li>• respectful</li> <li>• empathetic</li> <li>• supportive</li> </ul>	<ul style="list-style-type: none"> <li>• understanding/ open-minded/ patient</li> <li>• friendly/ diplomatic</li> <li>• confident</li> <li>• flexible</li> <li>• welcoming</li> <li>• accommodate individual differences</li> </ul>	<ul style="list-style-type: none"> <li>• accurate/ attentive to detail/ detail-oriented</li> <li>• reliable/ conscientious/ dedicated</li> <li>• independent</li> <li>• reasonable/ practical</li> <li>• objective</li> <li>• equitable</li> </ul>
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