

A CAREER BALANCING

WORK LIFE



AUDIT ASSISTANT

As a member of the Internal Audit team, you will be responsible for assisting in audits, performing support duties, and carrying out administrative tasks. Due to the nature of the activities performed, you must have a high degree of discretion and tact in handling confidential and sensitive management information relating to specific divisions, departments or staff.

As a qualified candidate, you'll possess:

- A degree in a related discipline or completion of the third level of a recognized accounting program (CGA or CMA) from a professional accounting organization, supplemented by 9 - 12 months of related experience. Other equivalent combinations of education and experience may be considered.
- Sound PC skills are required.
- Excellent written and oral communication skills and outstanding interpersonal skills are preferred.
- You will also be required to undergo a Criminal Record Clearance.

Balance and wellness. As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Earned Time Off:** Start with three weeks vacation, plus the ability to add another 13 days off.
- **Care and nurturing:** Take leave in one or more periods to a maximum of five years for the care and nurturing of your children.

More information on this position and how to apply is available at www.worksafebc.com/careers.