

POST-SECONDARY RECRUITMENT: Financial Officers and Internal Auditors (FORD/IARD)

Department Name: Treasury Board of Canada Secretariat – Office of the Comptroller General

Locations: Various locations across Canada

Salary: Starting from \$48,430 (under review)

Closing Date: October 11, 2011 - 23:59, Pacific Time [Useful Information](#)

Reference Number: TBD11J-009189-000762

Selection Process Number: FORD/IARD Fall 2011 - RPAF/RPVI Automne 2011

Employment Tenure: Determinate and Indeterminate positions

Vacancies: A pool of candidates resulting from this process will be established on behalf of federal government departments and agencies.

Financial Officer (FI-01) and Internal Auditor (AS-03): up to 80 positions to be filled

For more information on the PSR Program, including testing, please visit the [Post-Secondary Recruitment Program](#)

For more information on the FORD/IARD Program, please visit [The Financial Officer and Internal Auditor Recruitment and Development Program](#)

Who Can Apply:

[Useful Information](#)

- Persons residing in Canada and Canadian citizens residing abroad.

Citizenship

[Useful Information](#)

Preference will be given to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Language Proficiency

[Useful Information](#)

Various language requirements and/or profiles: English essential, French essential, English or French Essential, Bilingual Imperative and Bilingual Non-Imperative (BBB/BBB).

Note: The hiring department is responsible for the second language evaluation oral testing in the context of appointment processes to staff bilingual positions.

Second Language Writing Skills Self-Assessment

An optional self-assessment test is available to assess your writing skills in your second official language for this staffing process. If you are uncertain of your second language writing skills, you may wish to try this optional self-assessment test first before completing your application for a bilingual imperative position. The link to access the optional second language self-assessment

test can be found in the Requirements list of your on-line application for this process. The test is designed to be completed within 15 to 30 minutes. Once you have completed the optional test, you will be given general feedback on your performance on the second language writing skills test. If you obtain a moderate or high score on the second language writing skills self-assessment test, then you may be able to obtain a sufficiently high mark on the statutory Second Language Evaluation - Test of Written Expression.

Education

Useful Information

- All candidates must:

Have obtained a bachelor's degree* with an acceptable specialization in accounting, finance, business administration, economics or commerce by May 31, 2012 AND have completed six (6) accounting/audit courses (taxation courses are accepted) at the university level.

*Note: The bachelor's degree must be recent (obtained within the last 5 years). If it is not recent, it must have been upgraded with 4 accounting/audit courses within the last 5 years.

OR

Have obtained a bachelor's degree in any field AND hold a professional accounting designation or internal audit certification (CA, CGA, CMA, CIA only) at the time of application. Student membership is not accepted.

OR

Have obtained a bachelor's degree in computer science, information technology or auditing by May 31, 2012. (Candidates with degrees in these fields will be considered for internal audit positions only)

Other Merit Criteria and Conditions of Employment

- **Organizational Needs which may apply for this position.**
 - Selection may be limited to members of the following [Employment Equity groups](#): Aboriginal persons, visible minorities, persons with disabilities, women
- **Operational Requirements which may apply for this position.**
 - Willingness to accept a position in the National Capital Region (Ottawa/Gatineau).
- **CONDITIONS OF EMPLOYMENT:**
Various levels of Security Clearance up to SECRET. This factor is not used at the pre-selection stage. The hiring department is responsible for the security clearance process.

Statement of Merit Criteria

Applicants who meet the above criteria will also be assessed against the [Statement of Merit Criteria](#) for this position.

Test/Exam

IMPORTANT: PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

As part of this selection process, the following Public Service Commission (PSC) tests will be administered in phases and by invitation only:

1) Public Service Entrance Exam (PSEE). This is an unsupervised test that is completed on-line from any location where you have access to a computer and an internet connection. We suggest that you complete the test in a quiet location away from disturbances. ALL candidates must complete the PSEE, regardless of any previous test results.

If you meet or exceed the cut-off score of the PSEE, you will be invited to the next phase of testing and required to register and complete the following three tests (previous test results may be used for this phase of testing):

- 2) Situational Judgement Test (SJT-318), Minimum Pass Mark: 66/100
- 3) Graduate Recruitment Test (GRT-316), Minimum Pass Mark: 23/55
- 4) Written Communication Proficiency Test (WCPT- 351) OR/ Examen de compétence en communication écrite (ECCÉ- 353), Minimum Pass Mark: 30/50

In addition to minimum pass marks, hiring departments/agencies may use a top-down model, composite test scores, higher cut-off scores or random selection to determine the candidates who they wish to consider and based on the importance of the skills they are assessing. When that is the case, a minimum passing grade may not be sufficient for a candidate's application to be considered further.

The hiring department may also use additional assessment tools for this selection process such as additional standardized tests, written examinations, interviews and/or reference checks.

IMPORTANT DATES AND INFORMATION REGARDING THE TESTING PROCESS:

Please take note of the following dates and deadlines. If you do not complete the required actions within the prescribed timeframe allotted, your application will no longer be considered further in this selection process.

OCTOBER 13, 2011 – All candidates who submit their application and who meet the educational requirements will receive an invitation via e-mail and a note to their applicant profile to complete the PSEE. You will be provided with only ONE opportunity to complete this test, even if you applied to multiple job advertisements as part of the Post-Secondary Recruitment campaign. Further instructions on how to access this test will be provided in the invitation you receive on October 13th.

OCTOBER 13-18, 2011 – During this timeframe, you will be required to complete the PSEE. This test is comprised of 25 multiple choice questions and you will have 80 minutes within which to complete it. Candidates will have to login and complete the test between October 13, 2011 and October 18, 2011.

OCTOBER 20, 2011 - Applicants who meet or surpass the pass mark for the PSEE will receive an invitation via e-mail and a note to their applicant profile to register for the SJT, GRT and WCPT/ECCE, which will be held in multiple locations across Canada and abroad in November 2011.

OCTOBER 20-23, 2011 – During this timeframe, all applicants who receive an invitation to register for supervised testing MUST register for an available testing location/date.

NOTE: Failure to meet the requirements for testing, including test registration, as outlined in the

timelines above may result in the elimination of your application for this selection process.

For more information on these tests and the testing process, please visit us at link: <http://jobs-emplois.gc.ca/psr-rp/index-eng.htm>

Challenge

Through the Financial Officer and Internal Auditor Recruitment and Development (FORD/IARD) program, the Office of the Comptroller General recruits high-calibre candidates for entry-level finance and internal audit positions on behalf of federal government departments and agencies located across Canada, but mainly in the National Capital Region (Ottawa/Gatineau).

As a FORD/IARD trainee, you will receive exceptional on-the-job and formal training through a series of developmental assignments designed to give you valuable first-hand experience and knowledge. Your training program will be tailored to meet departmental needs and may vary from 12 to 24 months. Generally, successful completion of the program leads to an offer of permanent employment.

FORD/IARD trainees are also expected to work towards a professional accounting designation or internal audit certification (CMA, CGA, CIA). The work experience obtained through the FORD/IARD program is recognized by the CMA and CGA associations and by the IIA.

Additional Requirements / Comments

- Selected candidates will be invited to a qualifying interview between January and March 2012. (Please note that the FORD/IARD program is highly competitive and only a limited number of candidates with strong test results will be invited for interviews.)
- At the interview, you will be required to provide the following:
 - Proof of Canadian equivalency for degrees obtained outside of Canada;
 - Your most recent official transcript;
 - Photo identification (driver's license, passport, citizenship card);
 - Your updated résumé.

Information to be provided:

You must provide the following information when submitting your application:

- Your résumé.
- Under the "Completed Course(s)" requirement of the job application, please provide a list of university courses and course codes that you have completed or will have completed by May 31, 2012 (e.g. Generic University, ADM1001, Intro to Accounting). A list of course codes only is not acceptable. *You must ensure you complete this section correctly; failure to provide all the information requested will cause your candidacy to be rejected.
- A clear description in the resume portion of the application of your progress towards obtaining an accounting or internal audit designation, if applicable.
- You must ensure that you select at least one employment type when submitting your application: [Employment Tenure](#)