

Associate Manager, IT Controls

We're Investors Group - a Canadian leader in providing personal financial planning services, and dedicated to building lasting client relationships. This is your opportunity to build a career with a leading organization where you can learn, grow and thrive both professionally and personally.

Our vision is to be the best financial services company serving the long term needs of individual Canadians.

At Investors Group:

- We relate to our diverse clients through **Comprehensive Planning**.
- In all of our endeavours we are **Diligent In Our Efforts**.
- We respect each other and the communities we serve by being **People Who Care**.

If you share our vision and values, we'd like to hear from you.

As part of the Finance Division, the Internal Controls department is responsible for managing the process by which Investors Group Management meets the regulatory requirements for CEO/CFO Certification under NI 52-109.

The Associate Manager IT Controls is responsible for planning, development, execution and coordination of information systems controls audit procedures. The procedures are designed to ensure that information systems in scope for CEO/CFO certification for all IGM subsidiaries have effective internal controls. This role will provide consultation and support to business leaders and Internal Controls staff across IGM regarding testing of IT applications and IT control best practices.

Responsibilities include:

- Conduct and support independent risk and internal control assessments to verify the design adequacy and operational effectiveness of internal controls over financial reporting (including manual, automated and IT dependent controls)
- Determine appropriate test of controls for all IGM IT applications in scope for CEO/CFO Certification
- Evaluate the impact of IT application changes on control environment
- Train/review work of internal controls staff and CEO/CFO Certification documentation including IT application controls
- Liaise with Internal Audit IT staff and Information Services Compliance department in evaluating test of controls
- Provide guidance, review and assist IG business unit management in
 - maintaining control documentation
 - testing internal controls over financial reporting and disclosure processes
 - recommending process improvements

Qualifications:

- 4 to 7 years experience of accounting or auditing experience or experience with the review and assessment of internal controls (including evaluation and assessment of IT controls).
- Completion of a professional accounting designation (CA, CGA, CMA).
- CISA designation or equivalent experience.
- Ability to plan and coordinate information technology audits.
- Proficiency in MS Word, Excel and PowerPoint.
- Strong problem solving and organizational skills.
- Excellent communication skills with a demonstrated ability to interact effectively at the management level.
- Knowledge of COBIT framework and application to CEO/CFO Certification would be an asset.

To apply for this position, send a cover letter and resume, indicating the position title, to: resumes@investorsgroup.com. Deadline for applications is December 18, 2009.

We thank all applicants, however, only those under consideration will be contacted.