Position Description: Senior Consultant

Orbis Risk Consulting are looking for an energetic, driven, bright and experienced Senior Consultant to join our growing risk management, internal controls and internal audit practice. The Orbis Senior Consultant assists in the delivery of a variety of complex/medium complexity assignments in the areas of risk management, business process improvement, internal controls and internal audit.

As a member of the Orbis team, the Senior Consultant plays an integral role in contributing to the successful execution of client engagements and building the firm’s reputation for quality service.

Main Duties and Responsibilities:
The following are key duties and responsibilities of this position:

Client Assignments
• As applicable, coordinate, direct and oversee work done by Orbis Consultants/Jr. Consultants and/or subcontractors.
• Coordinate fieldwork for assignments with the Manager/Lead Consultant by developing project plans, fieldwork task schedules, scheduling and preparing for workshops and interviews, gathering documentation, and liaising with client staff.
• Perform engagement procedures designed to identify and define issues, review and analyze evidence, and document business processes. Prepare working papers to support results of procedures.
• Conduct interviews with client management to gain an understanding of client business conditions, risks and controls (including preparation of interview notes).
• Identify, develop and document issues and recommendations using independent judgment concerning areas being reviewed.
• Assist in coordinating and communicating the results of consulting and internal audit projects via written reports and oral presentations to management.
• Ensure all review notes are addressed and reviewed with the senior consultant and/or manager.
• Provides input to the project team during all phases of the project.
• Participate in the drafting of reports and presenting draft to the senior consultant and/or manager for review and approval.
• Related projects/work as assigned.

Project and Quality Management
• Ensures Orbis’ high expectations for quality in all assigned projects and deliverables under their control.
• Contributes to the development of project management, quality assurance and professional consulting and auditing approaches/methodologies.

Proposals and Business Development
• Contributes to proposal submissions and business development initiatives under the direction of the Leadership team.
• Participates in networking events related to Orbis’ practice areas.
Internal Business Practices

- Identify and make recommendations to improve office work processes as applicable.
- Supports Orbis by assuming responsibility for, or otherwise contributing to, the management of one of more administrative aspects of the business.

Eligibility Criteria & Requirements:

- CA, CMA, and/or CIA designation.
- Masters and/or Bachelor's degree in Administration, Commerce, Public Administration.
- 3+ years of experience delivering risk management, internal controls, and/or audit services in a professional services firm.
- 2+ years of demonstrated experience delivering professional services to Government of Canada clients.
- Experience writing business reports an asset.
- Experience writing proposals for Government of Canada contracts an asset.
- Ability to work under tight deadlines and manage multiple priorities.
- Very strong verbal and written communication skills.
- Ability and confidence to persuade others and sell your ideas and services.
- Proficient in the use of the MS Office Suite.

Job Location

Westboro, 307C Richmond Road, Ottawa

Salary & Benefits

- $50,000 - $88,000 (depending on education and experience).
- Performance pay based on individual contributions and corporate success.
- Flexible benefits package (health costs and treatments, dental, insurance, sports memberships, etc.).
- 4 weeks vacation.

Why Join Orbis

- You will have a dynamic career and be instrumental in growing a successful business.
- We value flexibility in the workplace and understand the importance of family or other personal commitments.
- We refuse to burn people out and are dedicated to delivering balance over the year.
- 4 weeks’ vacation, plus time in lieu for excessive overtime.
- Everyone at Orbis has a healthy dose of humility and positive attitude.
- Many of the consultants and staff you will work with are the best in the business, former CFOs, CEOs and seasoned professionals who you can learn a lot from.
- While busy and dynamic, our office has a comfortable and inviting feel.
- Orbis is a fun place to work; you’ll look forward to coming to work each morning.

How to Apply

Send your resume including a short cover letter to jobs@orbisrisk.ca clearly stating the position you are applying for and how your skills and experience meet the job criteria and requirements.