Summary
The Manager, Internal Audit will assess the adequacy and effectiveness of internal controls for a Premium Brands Holding Corporation and its businesses (collectively the "Company") and ensure that the Company is meeting its corporate governance requirements.

General Description of the Position
Due to the continued growth of the Company, a strong internal audit function is considered an integral part of the Company’s long terms plans. Reporting to the Director, Internal Audit, the Manager, Internal Audit will independently plan, execute and oversee value added audits and special projects requested by the Company’s Senior Management, and provide advisory services to the Company / businesses. Moreover, the Manager, Internal Audit is expected to partner with Senior Management and all internal audit team members to drive the continuing success of the function. The Manager of Internal Audit will also manage a team of auditors and drives the execution of the business audits for the Company with operations across Canada, the U.S. and Italy.

Specific Duties and Responsibilities
- Provide leadership and develop a high performing team by providing hands on guidance and direction, including but not limited to hiring, training and mentoring the auditors.
- Drive incremental improvement to the audit function.
- Evaluate operational processes and identify opportunities for improvement across the organization. Build support for and implement recommendations and business strategies, plans, and best practices.
- Mitigate business risks by providing advice and guidance as and when appropriate.
- Plan and perform financial and operational reviews of the Company’s businesses (in a collaborative and partnering manner) from start to finish, including planning, performing risk assessment, selecting samples, reviewing supporting documentation, conducting interviews with process owners and closing meetings with Senior Management of the businesses, and reporting results to the Company’s Senior Management and the Audit Committee.
- Develop and present recommendations for improvements in operational and financial systems and controls, both verbally and in writing. Develop and execute follow up mechanisms with accounting, operations and Senior Management of the businesses to ensure that recommendations are implemented as agreed upon.
- Report results of inadequate internal control and provide input into policy and procedure development.
- Document policies and procedures and identify and share best practices with the Company’s businesses as applicable.
- Perform physical inventory counts (on a sample check basis) for newly acquired businesses or during business reviews, perform inventory count reconciliation, compile and report count results.
- Perform risk assessment and financial statements audits of the opening balance sheets for newly acquired businesses; identify and propose adjustments and internal control recommendations, and provide support to the business as part of the onboarding process. Also, work with various departments (e.g. finance, tax, and acquisition team) to ensure deliveries are completed by the internal and financial reporting deadlines.
- Train and educate the businesses on internal controls, both during and after the completion of internal audits to ensure a sound internal control environment.
- Provide guidance to businesses on complex accounting topics (such as IFRS 16).
- Review adequacy of controls for IT management systems to ensure validity and security of information, as well as adherence to established policies and procedures.
Premium Brands Holdings Corporation
Position Title: Manager, Internal Auditor

- Develop the annual internal audit plan and compile the quarterly internal audit updates to the Audit Committee (including compliance with NI 52-109 corporate governance regulations).
- Monitor and evaluate relevant updates provided by Ontario Securities Commission (OSC) and Canadian Securities Administrators (CSA) and provide recommendations and guidance to enhance continuous disclosure of publicly filed documents.
- Support and assist the Company’s external auditors in the completion of the year-end audit.
- Perform special projects (e.g. incident reporting reviews, fraud investigations, operational projects) as requested by the Company’s Senior Management.

Experience and Technical Skills
- Recognized university degree and a recognized accounting designation (CPA, CPA, CA/CGA/CMA).
- Minimum 7 years of experience in Audit with demonstrated expertise and proven ability to develop and manage audit plans in complex environments.
- Ability to quickly adapt to changing environments and requirements.
- Comfort dealing with senior executives and excellent communication and leadership skills.
- Sound professional judgement coupled with a focus on continuous improvement.
- Understanding and interpretation of Canadian Corporate Governance regulations (NI 52-109).
- Knowledge of formalized internal control frameworks and risk assessment methodologies (COSO framework).
- Demonstrated experience in performing operational, financial and/or information technology audits.
- Demonstrated experience in business process documentation, analysis and reengineering.
- Proficiency in drafting a variety of clear and concise reports for a diverse audience that includes value added and feasible recommendations.
- Advanced proficiency in the use of standard Microsoft Office desktop applications and familiarity with auditing and data analytical tools is preferred.
- Experience in reporting (in writing) to the Audit Committee, both in terms of planning and reporting of the internal audit function.
- Possession of, or intentions of obtaining (within a reasonable time from assuming the position) advanced professional certifications (e.g. CIA, CFE).
- Specific industry knowledge and experience in manufacturing and distribution. In particular, product costing and related variance analyses.
- Experience in internal audit activities pertaining to mergers and acquisitions.
- Ability to travel across Canada and US for work purposes (up to 40% an annualized basis on an as needed basis).

Interpersonal Skills and Abilities
- Ability to operate independently as well as in a team environment.
- Strong verbal and written communications skills; ability to interact with Senior Management in a professional and tactful manner.
- Ability to analyze complex business situations, articulate summarize key issues and make value added recommendations.
- Ability to perform concurrent tasks / audits, manage the team of auditors, change priorities and reallocate resources as applicable.
- Ability to provide leadership to all levels of employees throughout the Company.
Premium Brands Holdings Corporation
Position Title: Manager, Internal Auditor

- Desire and legally able to travel and work throughout Canada and the US for up to two weeks at a time or 40% on an annualized basis. You must be able to be to satisfy the requirements to obtain a work VISA from the US Department of Homeland Security.
- Valid drivers' licence, and access to a motor vehicle when conducting lower mainland audits/meetings
- High ethical core belief system. Committed to life-long learning, personal and professional development and continuous development.

**Reporting Relationships**

Directly reports to: Director, Internal Audit

Audit Committee

Indirectly reports to: Senior Director, Operations and Administration, Premium Brands

Chief Financial Officer, Premium Brands

Relates to: Management team, Premium Brands and its operating businesses