Summary
The Senior Corporate Auditor 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 Manager, Internal Audit, the Senior Corporate Auditor will independently plan, execute and oversee value added audits and special projects requested by Company Senior Management, and provide advisory services to the Company. Moreover, the Senior Corporate Auditor is expected to partner with Senior Management and all internal audit team members to drive the continuing success of the function.

Specific Duties and Responsibilities
- 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 onsite interviews with process owners and closing meetings with Senior Management of the businesses, and reporting results to Company 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.
- Documenting policies and procedures, and identifying and assessing best practices for distribution to the Company's businesses as applicable.
- Perform physical inventory counts (on a spot check basis) for newly acquired businesses or during business reviews, perform 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.
- Training and educating 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.
- Assist with drafting the annual internal audit plan and compiling 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 the Company Finance team 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 Company Senior Management.
Experience and Technical Skills:

- Recognized university degree and a recognized accounting designation (CPA, CPA, CA/CGA/CMA).
- Knowledge of formalized internal control frameworks and risk assessment methodologies (COSO framework).
- Understanding and interpretation of Canadian Corporate Governance regulations (NI 52-109).
- 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 an advantage.
- 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 (CIA, CISA, CFE, CCSA).
- 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.
- Experience with IT related audits and fraud investigations.
- Data extraction and manipulation techniques.

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, articulately summarize key issues and make value added recommendations.
- Ability to perform concurrent tasks / audits, change priorities and reallocate resources as applicable.
- Ability to provide leadership to all levels of employees throughout the Company.
- 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.
Premium Brands Holdings Corporation
Position Title: Senior Corporate Auditor

**Reporting Relationships**
Directly reports to: Manager, Internal Audit
Audit Committee

Indirectly reports to: Director, Internal Audit
Senior Director, Operations and Administration, Premium Brands
Chief Financial Officer, Premium Brands

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