

AUDITOR (MARKET CONDUCT)

The Alberta Insurance Council (AIC) is responsible for the second-largest insurance jurisdiction in Canada, supporting over 42,000 licensees and issuing more than 80,000 licenses annually. We are committed to regulatory excellence, public protection, and fostering a culture of compliance across Alberta's insurance industry.

Reporting to the Head of Compliance & Investigations, the Auditor plays a key role in delivering Alberta Insurance Council's (AIC) risk-based audit framework to support market conduct oversight of licensees, including Managing General Agencies (MGAs), Agents, Agencies, and Adjusters. The Auditor conducts compliance audits, analyzes data to identify emerging risks, and supports public protection by assessing the effectiveness of compliance controls and governance practices.

This role contributes to proactive regulatory oversight, data-driven audit selection, stakeholder education, and the continuous improvement of audit and compliance practices.

This position is based in Calgary.

THE IDEAL CANDIDATE

We are seeking a detail-oriented and analytical professional with a strong understanding of regulatory compliance and audit principles. You are comfortable working independently on complex audit files, interpreting legislation, and communicating audit findings clearly and professionally. You bring sound judgment, curiosity, and a collaborative mindset, and you are motivated by public protection and regulatory integrity.

You thrive in an environment that values evidence-based decision-making, continuous improvement, and constructive engagement with regulated stakeholders.

KEY RESPONSIBILITIES

- Plan and conduct audit fieldwork by reviewing policies, procedures, records, and operational practices to assess compliance with regulatory requirements.
- Coordinate audit activities with licensees, including issuing document requests, scheduling meetings, and following up on outstanding information.
- Perform control testing and sampling, evaluate results, and document conclusions in accordance with established audit standards.

- Validate compliance controls and operational processes against regulatory and internal standards.
- Participate in risk-based audit selection using qualitative and quantitative data.
- Follow established audit procedures for planning, execution, reporting, and follow-up.
- Collect, analyze, and document audit evidence to support findings and recommendations.
- Identify trends, anomalies, and emerging risks through data analysis.
- Prepare clear, well-documented audit reports and present findings to internal leadership.
- Track audit outcomes, issue resolution, and compliance progress over time.
- Develop dashboards and reports using tools such as Power BI.
- Contribute to educational materials, presentations, and outreach related to audit and regulatory requirements.
- Support departmental initiatives, continuous improvement efforts, and team collaboration.

SUCCESS MEASURES

- Audits are completed objectively, accurately, and within established timelines.
- Audit findings and recommendations are well-documented, evidence-based, and clearly communicated.
- Data-driven insights support effective risk identification and audit selection.
- Audit tracking, reporting, and documentation remain accurate and up to date.
- Professional, constructive working relationships are maintained with regulated stakeholders throughout the audit process.
- Contributions support consistent application of audit standards and continuous improvement of departmental practices.

REQUIREMENTS

Qualifications and experience

- Bachelor's degree in accounting, finance, law, risk management, public policy, or a related field.
- Professional certifications such as CPA, CIA, CISA, CFE, or similar designations are considered strong assets.
- Minimum of five (5) years of experience in auditing, regulatory compliance, investigations, or a related field.
- Working knowledge of legislative and regulatory frameworks, including the application of compliance and audit standards.

- Experience using risk-based methodologies and data analytics to support audit or compliance activities.
- Experience within the insurance industry, financial services, or a regulated environment is preferred.

Employment is conditional on a clear criminal record check, covered by AIC.

Skills & competencies

- Strong auditing skills, including planning audits, performing control testing, sampling, and documenting audit work.
- Skilled in applying risk-based audit methodologies and compliance monitoring techniques.
- Ability to assess internal controls, operational processes, and governance practices against regulatory standards.
- Experienced in collecting, analyzing, and evaluating audit evidence to support sound findings and recommendations.
- Strong analytical, research, and problem-solving skills, with high attention to detail.
- Proficient in using data analytics and reporting tools (e.g., Excel, Power BI) to identify trends and emerging risks.
- Strong written and verbal communication skills, with the ability to prepare clear audit reports and explain findings to internal and external stakeholders.
- Ability to work independently on assigned audits while collaborating effectively within a team.
- Demonstrated professionalism, integrity, and commitment to confidentiality in all audit activities.

WHAT WE OFFER

- Comprehensive benefits package, including health and dental.
- Generous health and wellness spending account.
- Secure your future with up to 7% RRSP employer matching.
- Generous vacation time, starting at three weeks plus December closure.
- Possibility for up to two hybrid work days per week once probation is completed.
- Additional employee discounts and perks available.

Eligibility based on employment status.

HOW TO APPLY

If the role is a fit, please apply to join the AIC and help us make an impact protecting Albertan insurance consumers: [Apply here](#)

This competition will remain open until **February 6, 2026**.

AIC thanks all candidates for their interest. We value the time and efforts candidates put into their application and we commit to responding to all candidates and letting know the status of their application.

AIC is committed to promoting equity and diversity, and to creating a work environment that is respectful, inclusive, and free from barriers.