

Manager, Regulatory Affairs

The Chartered Professional Accountants of Manitoba (CPA Manitoba) is a professional regulatory body that represents more than 9,000 CPA members, candidates and students. CPA Manitoba protects the public interest through rigorous educational and certification programs and ensures its members uphold the highest professional and ethics standards.

CPAs play key roles within diverse segments of the economy including industry, public accounting, government, education and the not-for-profit sector. They offer a strong set of accounting, managerial and leadership skills required for today's complex and evolving environment. CPAs are broad-minded, forward-thinking professionals who undertake appropriate analysis, exercise good judgment, communicate effectively and act to protect the public interest.

Visit <https://cpamb.ca/>

Position Summary

The primary focus supports certain aspects of regulating the registrants of CPA Manitoba including the complaints process, compliance with Continuing Professional Development requirements, assistance with registration matters, and advisory service with respect to the complaint process, CPA Manitoba Code of Professional Conduct, Bylaws and Policies by responding to enquiries from the public, members, firms and students/candidates.

Responsibilities

Complaints

- The complaints process is handled in accordance with The Chartered Professional Accountants Act of Manitoba & CPA Manitoba Bylaws
- Preparation of agenda packages for and coordination of Complaints Investigation Committee (CIC) meetings
- Attend discipline hearings as staff support to legal counsel for CIC
- Recruitment and engagement of committee membership for legislative committees for both CPAs and Public Representatives
- Orientation of new CIC members to the committee

Continuing Professional Development

- Ensure members comply with continuing professional development requirements under the CPA Manitoba Bylaws
- Ensure changes to CPD requirements follow proper protocol for implementation through CPA Manitoba Board approval along with member consultation where required under the CPA Act
- Prepare guidance resources as needed

Regulatory

- Assist with registration matters related to students/candidates, members and firms, namely transfer in/out application and affiliate applications as well as letters in good standing requests
- Assist Registrar with other registration matters as needed
- Other special projects as required

Advisory

- Respond to telephone and written enquiries from the public, members, firms and students/candidates with respect to the Code of Professional Conduct and complaints/discipline processes, Bylaws and Policies as well as the CPA Canada Handbook

Education and Experience

- CPA Designation
- Bachelor's Degree
- Strong written communication skills; both written and oral with particular emphasis on the ability to use diplomacy when dealing with fellow members and members of the general public
- High level of professionalism and demonstrated ability to deal with difficult situations and individuals tactfully
- Proven ability to explain technical material - verbally and in writing in a practical manner
- Strong problem solving and analytical skills
- Mentoring and coaching team members
- Experience in public practice with a supervisory role in audit would be an asset
- In-depth knowledge of and experience with the profession's Code of Professional Conduct would be an asset
- Legal background or litigation support would be an asset

Personal Skills and Competency Requirements

- Interest and belief in the value of team players who collectively contribute to success
- Demonstrate excellent verbal and written communication skills
- Excellent organizational skills to assess and manage multiple priorities
- Numerical accuracy and attention to detail
- Flexibility and adaptability skill to respond to frequent changes in priorities
- Management skills to identify, develop, review and establish efficiencies
- Ability to work independently

Actively demonstrate a commitment to company core values of:

- Excellence
- Innovation
- Integrity
- Respect
- Team Work

Please send your resume in Word or PDF format to: malexandru@optimumtalent.com. Copy and paste the following job title and code, and place it in the subject line of your email so we can identify the job and confirm receipt of your application:

AMIP-108620 Manager, Regulatory Affairs - CPA Manitoba - MB - Winnipeg (OTIAPPLY)

CPA Manitoba is currently working remotely due to COVID-19.