

CAREER OPPORTUNITY



Internal Audit Department Audit Senior

Applications are hereby invited for the position of Audit Senior in the Internal Audit Department. Résumés should be submitted to The Manager – Human Resources, on or before **May 23rd, 2025**.

JOB SUMMARY

The incumbent will be responsible for assisting in the conduct of audits, reviews and special investigations of the operations of the Bank and its affiliates, including Compliance, Finance, Operations, Credit and Information systems. These audits provide assurance on whether risk is being effectively managed and the organization's goals and objectives are being accomplished.

KEY DUTIES AND RESPONSIBILITIES

- Assist in conducting audits and reviews of the Bank and its affiliates in accordance with professional standards of Internal Auditing by carrying out the following:
 - Evaluating and testing operations.
 - Reporting on compliance controls in accordance with industry best practice, such as the COSO framework.
 - Examining company accounts and financial control systems.
 - Gauging levels of financial risk within the Bank.
 - Checking that financial reports and records are accurate and reliable.
 - Ensuring that assets are safeguarded.
- Assist in conducting fraud/special investigations.
- Design and develop audit programs to achieve the objectives of the audit, review upon investigation.
- Identify and provide recommendations to address identified control and other weaknesses.
- Evaluate the status and adequacy of management's efforts to correct previously communicated conditions.
- Assist in the preparation of reports to senior management and the audit committee on the status of management's actions arising from engagement observations and recommendations.
- Assist with the preparation of reports and the retention of working papers for audit, reviews and investigations completed by the department.
- Assist in the preparation of Internal Audit's annual plan of engagements.
- Provide input for reports on the implementation of the annual audit plan, including any special tasks or projects requested by Management and the Audit Committee.
- Interface with external auditors or other providers of assurance and consulting services to share information.
- Perform research on engagement techniques, industry best practices and other related matters.
- Complete special projects and other delegated activities that may be assigned.
- Perform any other related duties as may be assigned to the function

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Accounting or Business from an accredited University
- Pursuing a professional qualification in internal auditing or other related qualification (e.g. ACCA, CGA, CPA)
- A minimum of three (3) years' experience in internal or external auditing, preferably in the financial services industry.
- Knowledge of Enterprise wide risks and debt recovery procedures.
- Knowledge of laws and regulations applicable to financial institutions.

- Strong oral and written communication and presentation skills
- Strong analytical and problem solving skills
- Strong project management skills
- Strong interpersonal skills
- Excellent Customer Service skills
- Excellent time management skills
- Ability to multi-task, prioritise and work towards strict deadlines
- Ability to cross sell and promote the Bank's products and services