

CAREER OPPORTUNITY



First Citizens Bank- Barbados Manager – Internal Audit

Applications are hereby invited for the position of Manager – Internal Audit. Résumés should be submitted to The Manager – Human Resources via humanresources@firstcitizensbb.com on or before **November 20, 2025**.

JOB SUMMARY

This role reports to the Board of Directors through the Audit Committee and serves as an independent and objective function that enhances the Bank's operations. The position strengthens governance, internal controls, and risk management across the Bank and affiliated companies by providing oversight, conducting risk-based audits, and offering recommendations to improve compliance, efficiency, and effectiveness. The role determines adherence to policies, procedures, laws, and regulatory requirements, while identifying control gaps, monitoring business practices, and supporting continuous improvement in operational performance and governance processes.

KEY DUTIES AND RESPONSIBILITIES

- Lead and oversee the internal audit function, ensuring the effective planning, execution, reporting, and follow-up of all audit engagements aligned to professional auditing standards.
- Support the Bank in strengthening compliance, operational efficiency, financial integrity, and ethical practices through risk-based audit approaches and practical improvement recommendations.
- Develop and execute an annual risk-based internal audit plan that aligns with the Bank's strategic and regulatory priorities.
- Plan, lead, and conduct audits from scoping to reporting, ensuring all engagements assess the effectiveness and efficiency of internal controls, governance systems, and risk management practices.
- Evaluate compliance with internal policies, procedures, regulatory requirements, and industry standards and provide guidance for corrective actions where gaps are identified.
- Identify internal control weaknesses, process inefficiencies, and emerging risks, and recommend actionable and sustainable improvements.
- Conduct root-cause analysis to understand factors contributing to control failures and support management in implementing remediation strategies.
- Prepare high-quality audit reports with clear findings, recommendations, and management action plans.
- Monitor and track management's corrective actions to ensure timely closure of audit findings and continuous improvement in control environments.
- Lead and support special investigations, including fraud, whistleblower reports, and compliance-related inquiries, ensuring confidentiality and sound judgement.
- Collaborate and coordinate with external auditors and regulatory bodies to support required assessments and ensure audit efficiency and alignment.

- Maintain audit documentation, records, and reporting systems in accordance with internal standards and regulatory expectations.
- Provide leadership, coaching, and direction to audit team members, fostering a culture of professionalism, accountability, and continuous learning.
- Stay current with industry developments, regulatory changes, emerging risks, and audit methodologies to strengthen audit practice and internal governance.
- Support business continuity reviews, strategic risk assessments, and other governance-related initiatives as required by the Audit Committee or Senior Management.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, Management Studies, or related discipline OR a Professional qualification such as ACCA, CPA, CIMA, or CIA.
- Minimum of five (5) years of relevant internal or external audit experience, including at least two (2) years in a management or supervisory role.
- Strong technical knowledge of internal controls, risk management, regulatory compliance, governance frameworks, and audit standards.
- Experience within a financial services or regulated environment is highly preferred.
- Strong analytical and investigative skills with the ability to evaluate complex information, identify root causes, and recommend practical solutions.
- Excellent report-writing, communication, and presentation skills, with the ability to engage confidently at senior levels.
- High level of integrity, objectivity, confidentiality, and sound professional judgment.