

JOB OPPORTUNITY

Applications are invited to fill one (1) position of

Internal Auditor

(one year contract)

Department: Office of the President

Reports to: Audit Committee of the Board with administrative reporting to the President

DUTIES AND RESPONSIBILITIES

1. Conducts risk assessments of different areas within the organization and develops an annual internal audit plan
2. Develops risk-based audit programs
3. Reviews the adequacy of internal controls and recommends improvements
4. Conducts audit testing of specified areas and identifies reportable issues and associated risks
5. Assesses compliance with regulations, policies and procedures and sound business practices
6. Communicates audit findings to Management and the Board via comprehensive audit reports
7. Investigates reported occurrences of fraud, embezzlement, theft, waste, etc.
8. Prepares reports as requested by Management and the Board
9. Performs related work as required.

QUALIFICATIONS AND EXPERIENCE

- ACCA or equivalent
 - Certified Internal Auditor designation
 - Certified Fraud Examiner
 - Minimum of 3 years audit work experience
- OR Any equivalent combination of qualifications and experience

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles, business and controls
- Analytical and critical thinking skills
- Ability to maintain confidentiality
- Good communication skills
- General knowledge and familiarity with IT systems
- Risk assessment skills
- Ability to identify and solve problems
- Ability to write clear and concise reports
- Ability to secure and determine facts through investigations.
- Ability to work independently
- Strong interpersonal and relationship building skills
- Time management skills
- Competence in the use of MS Office Suite

Applications should be submitted no later than Tuesday 12 December 2017 and addressed to:

*Senior Human Resource Officer
NIHERST
77 Eastern Main Road
St Augustine*

OR

hr@niherst.gov.tt
Internal Auditor vacancy