



Job Description

Job title: Internal Audit Manager

Reporting to the Chairman, Audit & Finance sub-committee of the Board of Directors with a dotted line reporting to the General Manager, the incumbent will ensure that an effective internal audit function is in place for the institution with a focus on adding value and improving the institutional operations, risk management, control, and governance processes.

Essential Duties and Responsibilities:

Provide independent assurance services by:

- Preparing and updating a comprehensive risk-based audit plan for evaluating the effectiveness of controls in place to manage significant risk exposures, ensure the integrity and reliability of information and financial reporting, safeguard company assets, and comply with laws and necessary regulations.
- Managing the timely accomplishment of the audit plan and monitoring progress in compliance with the Institute of Internal Auditors International Professional Practices Framework.
- Monitoring and updating on a continual basis the assessment of the control environment, keeping abreast of significant control issues, trends and developments.
- Monitoring and auditing the company's compliance with established internal controls.
- Identifying and designing anti-fraud criteria and controls
- Conduct investigations of suspected fraud or similar activities.
- Reporting findings to senior management and the company's audit committee.
- Preparing Audit Committee meeting reports in consultation with the Audit Committee Chair.
- Identifying and assessing the implementation of new controls as necessary.
- Reporting on the status of outstanding recommendations.

- Provide consulting services as appropriate.
- Maintain a position as a trusted advisor and provide value added services to the institution.
- Meeting with the General Manager and senior management to nurture an effective working relationship with the organizational management as appropriate to maintain a flow of communication.
- Providing or assisting with training and awareness activities fostering a control conscious environment.
- Advising management of emerging risks and new compliance requirements.

Provide administrative oversight for office operations by:

- Establishing appropriate policies and procedures for the department and auditing activities,
- Ensures department budget and accounts are appropriately maintained, and
- Conducts annual employee performance evaluations.

Qualification:

Minimum Education required: Bachelor's degree in accounting, finance, management, business administration, information systems or related fields and seven (7) years of professional audit experience.

Progressive leadership position (s) within the financial sector, an accounting/auditing firm, or within private industry.

At least five (5) years of supervisory/management experience or equivalent combination of education and experience.

Certifications: Certified Internal Auditor certifications.

Preferred Education:

Master's degree in business administration (**MBA**), accounting, management,

Chartered Accountant and/or Certified Internal Auditor certifications.

Experience working with modern, sophisticated, computer-based accounting and financial reporting systems in a leadership role.

Abilities:

The preferred candidate should have:

- Strong leadership, negotiation, and interpersonal skills.
- Demonstrated managerial competencies.
- Strong team skills and a track record for being energetic and resilient in facing challenges, working with ambiguity, or creating solutions.
- Proficient listening, problem solving and strong analytical skills.
- Critical thinking skills with the ability to strike a balance between the strategic and operational imperatives.
- Excellent written and oral communication skills and detail oriented.
- Excellent organizing and time management skills and be results and solutions oriented.
- Rounded people management and relationship/stakeholder management skills.
- Keen to understand the regulatory framework and evolving scope of the local financial sector.
- Confidence to work and actively contribute at the Executive level.